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ABSTRACT

This guidebook is designed to assist teacher-coordinators in promoting home economics cooperative education programs in the school and the community. It is intended to be a tool for teachers working with prospective employers of students, recruiting students for the program, and interpreting the program to parents, administrators, and others. Information in the guidebook is organized according to the following United States Office of Education Home Economics areas: care and guidance of children; clothing management, production, and services; food management, production, and services; home furnishings, equipment, and supplies; institutional and home management and supportive services; and other home economics-related areas. These areas are keyed to Dictionary of Occupational Titles occupations approved for home economics cooperative education programs in Texas. The guidebook contains the following sections: (1) job analyses for the teacher to use when working with the employer to identify the tasks to be performed on the job by the student; (2) course unit outlines containing work experiences and study assignments related to each task in the job analyses; (3) a training plan which condenses the information from the work experiences and study assignments of the course unit outlines; and (4) an annotated list of required and supplementary references for each of the occupational areas, with order and price information. (KC)

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GUIDEBOOK
FOR
HOME ECONOMICS COOPERATIVE EDUCATION
OCCUPATIONAL AREAS

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DESCRIPTION OF HOME ECONOMICS INSTRUCTIONAL MATERIALS CENTER

The Home Economics Instructional Materials Center was established September 1, 1967, as a cooperative project between the Division of Homemaking Education, Texas Education Agency, and the College of Home Economics, Home Economics Education Department, Texas Tech University at Lubbock, Texas. The Center is one of five curriculum centers in four locations which make up the Texas Instructional Materials System.

The instructional materials developed at the Center are intended to assist teachers and coordinators in promoting and teaching home economics in the following program areas:

- Homemaking Education (Useful)
- Home Economics Cooperative Education
- Home Economics Pre-Employment Laboratory Education
- Home Economics Coordinated Vocational-Academic Education
- Home Economics Vocational Education for the Handicapped

The homemaking education staff at Texas Education Agency, home economics teachers across the state, teacher educators, subject matter specialists, and advisory councils of business and industry representatives participate in the development of each publication. The Center staff coordinates the development of the instructional materials.

Special acknowledgment is given to the following persons:

Elizabeth F. Smith, former Director, Homemaking Education, Texas Education Agency, who conceived the original plan for establishing the Center; Jean Barton, Director, Homemaking Education, Texas Education Agency, who works cooperatively with the Center to identify ways to meet best the instructional materials needs of consumer and homemaking education programs in Texas; and Patricia Lindley, Education Program Director, Research Coordinating Unit, Texas Education Agency, who coordinates the activities of the five instructional materials centers in Texas.

Dr. Donald S. Longworth, Dean, College of Home Economics, and Dr. Camille G. Bell, Chairperson, Department of Home Economics Education, Texas Tech University, who serve the Center in an advisory capacity.

Linda R. Glosson, Director
Betty Robinson, Associate Director
Rella S. Peterson, Assistant Director

ACKNOWLEDGMENTS

The *Guidebook for HECE Occupational Areas*, prepared by the Home Economics Instructional Materials Center at Texas Tech University, is the result of the combined efforts and ideas of many people, namely:

Miss Ann Sloan, University of Delaware, Newark, Delaware, who designed the cover of the course of study.

Miss Annette Zellner, graduate research assistant, Texas Tech University, Lubbock, Texas, who helped with the development of the materials.

Experienced employers and employees in each of the occupational areas who aided in the identification of tasks for the job analyses and content for the course unit outlines.

Joe Marie Phillips, former Chief Consultant, Homemaking Education, Texas Education Agency, Austin, Texas.

Elizabeth F. Smith, former Director, Homemaking Education, Texas Education Agency, Austin, Texas.

FOREWORD

The Vocational Act of 1963, the Vocational Amendment of 1968, and Education Amendments of 1976, focused attention upon the need for more occupational education programs for students at the high school level. Educators have become concerned increasingly about students who graduate or leave school without the vocational preparation for earning a living, and who therefore fail to become contributing members of society. The 1963 Act and the Amendments of 1968 and 1976 have provided opportunities for schools to offer additional educational programs to help meet the vocational needs of students in our competitive and technological society.

The Home Economics Cooperative Education program is a gainfully-oriented program which helps students prepare for the world of work or for advanced education. Many students who participate in this program continue their educations either in technical schools or in colleges; whereas others become full-time employees upon graduation.

The gainful employment programs are not, in any sense, meant to replace the homemaking education courses directed toward homemaking. More and more women in our society are assuming the dual role of homemaker and wage earner. Home economics thus has the responsibility for helping women meet the demands of both of these roles. An additional responsibility is that of providing training for men who may be interested in occupations related to home economics.

The various subject matter areas of home economics are relevant to a variety of occupations. There is a need in many occupations for employees who have had some training in these areas, but not necessarily a college degree or even college credit. During the past few years, an increasing number of people eat outside the home, stay in nursing homes, leave their children in child care centers, desire alterations or repairs on their clothing, want help with decorating their homes, or travel and require clean, pleasant surroundings at night. With the expanded demand for services, the need for employees in the areas of food service, child care, clothing production and services, apparel and accessories, home furnishings, floristry, institutional and home management, personal support services, and other occupations related to home economics is apparent. The purpose of the wage earning courses is not only to give high school students a job skill, but also to help them advance more rapidly and perform more efficiently.

In summary, some of the reasons education for employment is appropriate in home economics include the following: an increasing number of women are employed outside the home; men and women need preparation for the changing roles they are assuming; there is an increasing need for personnel in the service occupations related to home economics; the number of jobs for unskilled workers is decreasing while more and more jobs require training of some kind; and career education programs must be added to the school curriculum.

We, as home economists, must meet our challenge to provide students with opportunities for gainful employment training while they are in high school, and encourage them to consider advanced training after graduation.

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INTRODUCTION

The *Guidebook for HECE Occupational Areas* is designed to assist teacher-coordinator, in promoting and interpreting the Home Economics Cooperative Education program in the school and community. The information provided is useful in working with prospective employers of students. It may be helpful also in recruiting students for the program and in assisting them in identifying the occupational areas in which they are interested. The *Guidebook* should aid also in interpreting the program to parents, administrators, the advisory council, community organizations, and others.

Information in the guidebook has been developed according to the following USOE Home Economics areas: care and guidance of children; clothing management, production, and services; food management, production, and services; home furnishings, equipment, and supplies; institutional and home management and supportive services; and other home economics-related areas.

The contents cover the DOT Occupational Titles approved for Home Economics Cooperative Education programs in Texas. Job analyses, course unit outlines, and training plans are developed by occupational cluster for Home Economics Careers in. . .

- Child Care
- Apparel and Accessories
- Clothing Production and Services
- Food Service
- Home Furnishings
- Floristry
- Institutional and Home Management
- Personal Services
- Recreation and Physical Fitness
- Demonstrating

The purpose of each part of the *Guidebook* is given below.

Job Analysis – The teacher-coordinator should use the appropriate job analysis when working with the employer to identify the tasks to be performed on the job by the student. The job analysis provides the employer the opportunity to indicate whether each task will be performed by the student daily, occasionally, or not at all. The employer may indicate also when during the school year the student will take up a particular task or group of tasks. The list of tasks should be used then in developing the student's training plan. [NOTE: The tasks in the job analyses are stated in fairly global terms to facilitate communication with students and employers, and to simplify development of training plans.]

Course Unit Outline – Work experiences and study assignments related to each task in the job analysis are included in the Course Unit Outline. Work experiences are to be gained primarily from on-the-job training. Study assignments, topics related to the student's work experiences, should be mastered in class through the student's individualized instruction.

Training Plan – The training plan condenses the information from the “work experiences” and “study assignments” columns of the Course Unit Outline. The numbers in the “Work Experiences to be Provided” column on the training plan correspond with the task numbers in the Course Unit Outline. The letters and numbers in the “Record of Studies” column correspond with the chapter and lesson numbers in the related course of study or with the pages in required references for the occupational area. For information on preparing individualized training plans for students see pp. 41-48 in the *HECE Handbook*.

Reference List – Accompanying the *Guidebook* is an annotated list of required and supplementary references for each of the occupational areas. Order and price information is given for each reference.

Courses of Study for student use are available in the following occupational areas:

- Home Economics Careers in Child Care
- Home Economics Careers in Apparel and Accessories
- Home Economics Careers in Clothing Production and Services
- Home Economics Careers in Food Service
- Home Economics Careers in Home Furnishings
- Home Economics Careers in Institutional and Home Management

The teacher copy of the course of study consists of (1) an overview and job description, (2) job analysis, (3) a course outline, (4) instructional materials for student use, (5) answer sheets for study questions, (6) unit tests, (7) answer keys, and (8) a list of references required for use with the instructional materials. The student copy of the course of study includes the instructional materials and the reference list.

For students employed in occupational areas in which Courses of Study are not available, the teacher-coordinator is responsible for developing individualized lessons and unit tests. These materials should be developed in the same format as those in the Courses of Study. The training plan for the occupational area provides reading assignments which should aid in developing lessons for each task.

09.0201

CARE AND GUIDANCE OF CHILDREN

HOME ECONOMICS COOPERATIVE EDUCATION OCCUPATIONS
IN CARE AND GUIDANCE OF CHILDREN

<i>USOE Code</i>	<i>Home Economics Area</i>	<i>DOT Code</i>	<i>DOT Occupational Title</i>	<i>Training Plan Master</i>
09.0201	Care and Guidance of Children	092.137-010	Worker, Child Development Center	Home Economics Careers in Child Care
		092.277-018	Assistant Teacher, Preschool	
		099.327-010	Teacher Aide, Primary School	
		301.677-010	Child Monitor	
		355.674-010	Child Care Attendant, School	
		359.677-010	Attendant, Children's Institution	
		359.677-018	Nursery School Attendant	
		359.677-026	Playroom Attendant	

JOB ANALYSIS FOR HOME ECONOMICS CAREERS IN CHILD CARE

(Used in interviews with directors of child care centers, preschools, and children's institutions; and principals and teachers of primary schools)

Name of Facility _____

Date _____

Person Interviewed _____

Interviewer _____

DIRECTIONS: Please check in the appropriate column the responsibilities you expect a student to assume when working in your facility.

A student preparing for home economics careers in child care assumes numerous responsibilities in caring for children in such situations as a child development center, preschool, primary school, children's institution, or playroom in a commercial establishment. Working under the supervision of experienced personnel, the student performs the following functions:

TASKS	DAILY	OCCASION- ALLY	DOES NOT APPLY	COMMENTS
1. Compare the roles of various workers in the field of child care.				
2. Help to evaluate own progress in meeting job responsibilities.				
3. Record observed behavior of young children.				
4. Compare child care center's services with those in other child care operations.				
5. Work cooperatively with the director and staff of the child care center.				
6. Relate factors influencing development to specific children.				
7. Help provide experiences which contribute to children's success in achieving developmental tasks.				
8. Recognize individual differences in physical and intellectual development of young children.				
9. Assist children in developing and increasing their ability to think.				

TASKS	DAILY	OCCASION- ALLY	DOES NOT APPLY	COMMENTS
10. Guide children in learning to adapt to the world around them.				
11. Help children express emotions effectively.				
12. Practice health care policies of the child care center.				
13. Practice procedures for reporting signs of illness or discomfort in children.				
14. Practice safety precautions appropriate for children's development.				
15. Help give first aid for minor injuries.				
16. Help the children prepare for meal- or snacktime.				
17. Encourage children to develop good food habits and table manners.				
18. Help plan, prepare, and serve meals and snacks for children.				
19. Encourage the children to eat nourishing foods.				
20. Encourage the children to become more independent in dressing and undressing.				
21. Help children learn acceptable behavior patterns.				
22. Use furnishings, equipment, and supplies effectively.				
23. Help plan, follow, and evaluate daily schedules and routines of the child care center.				
24. Help plan and carry out lessons and activities.				
25. Use the approach to teaching practiced at the child care center.				
26. Arrange physical environment as directed for play and learning experiences.				

TASKS	DAILY	OCCASION- ALLY	DOES NOT APPLY	COMMENTS
27. Help plan and direct learning activities for young children.				
28. Follow safety precautions when caring for infants.				
29. Feed infants as directed by parents and supervisor.				
30. Check infants to determine reasons for crying.				
31. Help provide experiences which encourage speech development.				
32. Help supervise infants' play.				
33. Help supervise infants' sleep periods.				
∞ 34. Change diapers and other clothing when necessary.				
35. Bathe the infant.				
36. Help provide special services needed by handicapped children.				
37. Help provide special services needed by mentally retarded children.				
38. Help maintain discipline to prevent children from harming themselves and others.				
39. Help direct mentally retarded children's learning activities.				
40. Gather or reproduce materials needed for lessons and activities for school-age children.				
41. Utilize appropriate techniques for supervising school-age children's activities.				
42. Work with school-age children individually or in small groups.				

COURSE UNIT OUTLINE FOR HOME ECONOMICS CAREERS IN CHILD CARE

UNIT I

WHAT IS A CHILD CARE AIDE?

- OBJECTIVES:**
- Describe tasks, competencies, and opportunities involved in working as a child care aide.
 - Give examples of career opportunities in the field of child care.
 - Use appropriate procedures when observing children.

TASKS

1. Compare the roles of various workers in the field of child care.
2. Help to evaluate own progress in meeting job responsibilities.

WORK EXPERIENCES

- Identify needs for child care met by the child care center.
- Relate responsibilities for child care to various workers.
- Evaluate own personal qualities in relation to desirable characteristics of persons working as child care aides.
- Recognize own responsibilities in the child care center.
- Analyze employment opportunities and training needs for child care workers.

STUDY ASSIGNMENTS

- Importance of adequate child care services
- Personal qualifications needed by persons who work with children
- Responsibilities of a child care aide
- Work evaluation
- Philosophy of child care
- Career opportunity in child care
- Need for trained personnel in positions related to child care services

TASKS

3. Record observed behavior of young children.

WORK EXPERIENCES

Observe objectively and interpret children's behavior.

Discuss concerns about a child's behavior with director.

STUDY ASSIGNMENTS

Reasons for observations

Procedures for observing young children

Techniques for recording observations

Interpreting observations

Appropriate procedures for reporting concerns about a child's behavior

UNIT II

THE CHILD CARE CENTER

OBJECTIVES: Characterize the child care center by type of child care, type of center, and services provided.

Recognize factors which contribute to successful working relationships with others.

TASKS

4. Compare child care center's services with those in other child care operations.

5. Work cooperatively with the director and staff of the child care center, and the parents of the children.

WORK EXPERIENCES

Recognize the type of child care provided by the center.

Classify the child care center by type.

Describe services provided by the center.

Recognize characteristics of the child care center.

Work cooperatively with staff, parents, and children.

Accept and follow principles of the center.

STUDY ASSIGNMENTS

Types of child care

Types of child care centers

Services provided in child care facilities

Characteristics of a good child care center

State and local regulations which influence center policies, and program activities

Importance of teamwork

Ethical principles involved in working with children and staff in center

Staff planning sessions

Relationships with parents

Relationships with children

Necessity for following regulations specified by the center

UNIT III

THE CHILD

- OBJECTIVES:**
- Recognize factors influencing the development of young children.
 - Describe characteristics of children from infancy to age five.
 - Describe the principles and areas of development of children.
 - Analyze the influence of the family on the growth and development of children.

TASKS

6. Relate factors influencing development to specific children.

WORK EXPERIENCES

Recognize factors influencing a child's development.

Relate the influences of the child care center to the child's development.

Use terms related to development correctly.

Relate the processes of development to children at the child care center.

STUDY ASSIGNMENTS

Factors influencing development of the unborn child

Stages of prenatal development

Effects of prenatal development on development after birth

Family influences on the child's development

Role of the child care center in the child's development

Terms related to development

Similarities and differences in development of children

Influences on development

Principles of development

TASKS

7. Help provide experiences which contribute to children's success in achieving developmental tasks.

WORK EXPERIENCES

Recognize a child's developmental level.

Help to provide a setting which contributes to children's development.

Utilize understanding of children's stages of development in preparing activities for them.

STUDY ASSIGNMENTS

Developmental tasks

Theories on the stages of development

Critical periods

Developmental tasks and skills

Sequencing activities

UNIT IV

PHYSICAL AND INTELLECTUAL DEVELOPMENT

- OBJECTIVES: Describe growth patterns in young children.
- Describe motor development tasks of infancy and early childhood.
- Explain theories on cognitive development.

TASKS

8. Recognize individual differences in physical and intellectual development of young children.

9. Assist children in developing and increasing their ability to think.

WORK EXPERIENCES

- Recognize children's growth patterns.
- Measure and record children's growth.
- Interpret children's growth.
- Direct activities which contribute to body control and physical fitness.
- Recognize factors influencing a child's development.
- Recognize the level of a child's cognitive development.
- Direct activities which contribute to intellectual development.
- Use techniques which help children learn.

STUDY ASSIGNMENTS

- Physical development
- Measuring and recording children's growth
- Interpreting children's growth
- Motor development
- Influences on development
- Cognitive development
- Intellectual development
- Ways to help children learn

UNIT V

SOCIAL AND EMOTIONAL DEVELOPMENT

- OBJECTIVES:**
- Describe the social development which occurs during early childhood.
 - Give examples of ways the child care aide can contribute to the child's socialization.
 - Describe the emotional development of young children.
 - Summarize actions the child care aide takes to help children express their emotions in an acceptable manner.

TASKS	WORK EXPERIENCES	STUDY ASSIGNMENTS
10. Guide children in learning to adapt to the world around them.	Help children find a place within the group.	Social development The socialization process Self-concept Lifestyle The child in the larger community
11. Help children express emotions effectively.	Encourage children to express feelings in an acceptable manner.	Emotional development Typical emotions of early childhood: Anger Fear Jealousy Happiness Affection Love

UNIT VI

A. ENVIRONMENT TO MEET A CHILD'S NEEDS

- OBJECTIVES:**
- Recognize necessity of observing center, local health policies, and sanitation regulations.
 - Describe symptoms of illness which may appear in children.
 - Identify first aid procedures used at the child care center.
 - Recognize the importance of safety in the child care center.
 - Recognize the necessity of guiding children in establishment of wholesome food habits.
 - Recognize the role of clothing in a child's skill and concept development.

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TASKS	WORK EXPERIENCES	STUDY ASSIGNMENTS
12. Practice health care policies of the child care center.	Recognize and report early signs of illness or discomfort in children.	Characteristics of a healthy child
	Follow the center's health policies.	Health and safety standards for child care centers
	Help maintain children's health records.	Maintaining records
	Provide an environment that encourages cleanliness and healthful habits.	Safeguarding children's environment
13. Practice procedures for reporting signs of illness or discomfort in children.	Make an informal inspection of the children entering the center.	Daily checks
	Recognize common childhood diseases.	Symptoms of childhood diseases
	Care for a sick child.	Caring for a sick child

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TASKS

14. Practice safety precautions appropriate for children's development.

15. Help give first aid for minor injuries.

16. Help the children prepare for meal or snacktime.

17. Encourage children to develop good food habits and table manners.

WORK EXPERIENCES

Take safety precautions appropriate for a child's stage of development.

Encourage children to develop safe habits.

Maintain discipline to help ensure safety of children.

Know what to do in an emergency.

Apply medication to minor cuts and bruises.

Handle minor emergencies calmly and intelligently.

Report the need to replenish first aid supplies as they are used.

Direct children in quiet activities prior to mealtime.

Encourage children to wash hands before meals.

Use appropriate techniques to teach children good food habits and table manners.

STUDY ASSIGNMENTS

Safety precautions for each stage of development

Helping children learn safety

Safety rules for child care centers

Common causes of childhood accidents

Accident prevention

Emergency procedures

First aid procedures

Equipping a first aid kit

Importance of quiet play before mealtime

Types of play suitable prior to mealtime

Importance of personal cleanliness at mealtime

Eating patterns and habits

Handling children at mealtime

Teaching children table manners

TASKS

18. Help plan, prepare, and serve meals and snacks for children.

19. Encourage the children to eat nourishing foods.

20. Encourage the children to become more independent in dressing and undressing.

WORK EXPERIENCES

Help plan, prepare, and serve nutritious meals and snacks for children.

Set table correctly for menu.

Arrange attractive and appropriate table decorations.

Arrange tables and chairs to ensure children's comfort while eating.

Set the stage for encouraging children to try new foods.

Handle situations appropriately when children refuse foods.

Recognize the appropriateness of clothing for the child's age and activities.

Help children acquire concepts and skills from clothing.

STUDY ASSIGNMENTS

Children's nutritional needs

Food and eating preferences of children

Planning meals and snacks for children

Methods of setting an attractive table

Effect of environmental influences on the mealtime situation

Effective methods of introducing new foods to children

Reasons children may refuse to eat

Handling the child who refuses to eat

The significance of clothing

Appropriate clothing for children

Concepts and skills acquired from clothing

Clothing in the child care center

Skills in dressing and undressing

UNIT VII

GUIDING CHILDREN'S BEHAVIOR

- OBJECTIVES:** Identify procedures which will help children adjust to the center.
- Analyze own behavior and its effect upon the children.
- Apply principles of guidance based on understanding of behavior.

TASKS

21. Help children learn acceptable behavior patterns.

WORK EXPERIENCES

Discriminate between acceptable and unacceptable behavior patterns.

Use appropriate techniques to help children learn acceptable behavior.

Report suspicions of child abuse to supervisor.

Use center-approved principles of guidance while working with children.

STUDY ASSIGNMENTS

Types of behavior

Influences on behavior

Understanding and dealing with behavior

Ways children learn behavior

Ways to instill a sense of responsibility in children

Communicating with children

Examining your own attitudes toward children

Child abuse

Types of discipline

The self-control approach to discipline

Guidance techniques

TASKS

WORK EXPERIENCES

STUDY ASSIGNMENTS

Providing encouragement

Using a positive approach

Removing causes of misbehavior

Special problems—promises, honesty,
stealing

Methods for handling common problems

UNIT VIII

FACILITIES

OBJECTIVES: Use facilities in a manner which meets children's needs, and contributes to their development.

Plan effective uses of furnishings and equipment at the child care center.

TASKS

22. Use furnishings, equipment, and supplies effectively.

WORK EXPERIENCES

Follow directions for arrangement and use of furnishings, equipment, and supplies.

STUDY ASSIGNMENTS

Purposes and characteristics of equipment, materials, and supplies

Room arrangement and use of space

Using facilities and equipment to meet needs and develop concepts

Purpose of toys and play equipment

Characteristics of play equipment

Homemade playthings

UNIT IX

PROGRAM PLANNING

OBJECTIVES: Describe techniques for helping children gain self-reliance in performance of routine activities.

Plan play and learning experiences which promote children's mental, social, emotional, and physical development.

TASKS

WORK EXPERIENCES

STUDY ASSIGNMENTS

23. Help plan, follow, and evaluate daily schedules and routines of the child care center.

Help maintain daily routines and schedules.

Routines and daily schedules

Individual and group activities

Purposes of daily scheduling

Factors affecting daily scheduling

Establishing routines

Routines which contribute to independence

Providing transition from one activity to another

24. Help plan and carry out lessons and activities.

Help plan and carry out lessons and activities which contribute to children's development.

Types of plans

Purpose of planning

Planning goals and objectives

Developing weekly or daily plans

Developmental activities

Setting the stage for teaching

Teaching techniques

TASKS

25. Use the approach to teaching practiced at the child care center.

WORK EXPERIENCES

Use the approach to teaching practiced by the child care center in planning and carrying out activities.

STUDY ASSIGNMENTS

Program models

Components of a model

Value of a model

UNIT X

LEARNING ACTIVITIES

OBJECTIVES: Recognize the role of play in mastering developmental tasks and skills.

Plan play and learning experiences which promote children's mental, social, emotional, and physical development.

TASKS

26. Arrange physical environment as directed for play and learning experiences.

WORK EXPERIENCES

Help supervise play activities which are appropriate for the age and developmental level of the children.

STUDY ASSIGNMENTS

Role of play in mastering developmental tasks and skills

Purpose of play

Characteristics of play

Kinds of play

Play at different ages

Ways value of play is destroyed

Playing with small children

Dramatic and imaginative play

Games for young children

Creative and manipulative activities

Techniques for teaching art

Music and creative movement

Homemade instruments

Finger plays

Encourage children's dramatic and imaginative play.

Direct games appropriate for young children.

Encourage children's development of creative and manipulative skills.

Select and lead appropriate songs and rhythmic activities.

27. Help plan and direct learning activities for young children.

TASKS

WORK EXPERIENCES

STUDY ASSIGNMENTS

Select or suggest suitable books and stories for children's use.

Books and stories for children

Read or tell stories with animation and expression, encouraging participation of children.

Storytelling

Help children develop more interest in and understanding of the world around them.

Science activities

Participate in field trips for children.

Field trips

UNIT XI

SPECIAL CARE FOR THE INFANT

- OBJECTIVES:** Describe characteristics and needs of infants.
- Summarize methods to use in caring for infants.

TASKS

28. Follow safety precautions when caring for infants.
29. Feed infants as directed by parents and supervisor.
30. Check infants to determine reasons for crying.
31. Help provide experiences which encourage speech development.
32. Help supervise infants' play.

WORK EXPERIENCES

- Observe safety precautions when caring for infants.
- Feed infants as directed, using appropriate techniques.
- Check infants to determine reasons for crying, and respond accordingly.
- Hum, talk, and sing to infant during routine care.
- Read to infants.
- Use toys and simple games to stimulate infants' development.

STUDY ASSIGNMENTS

- Safety precautions to observe when caring for infants
- Schedules for infants
- Feeding infants
- Bottle feeding
 - Introducing new foods
 - Self-feeding
 - Weaning
- Ways communication skills develop in infants
- Reasons for crying
- Guidelines for communicating with infants
- Characteristics of infants' play
- Toys for infants
- Developmental units for infants

TASKS

33. Help supervise infants' sleep periods.
34. Change diapers and other clothing when necessary.
35. Bathe the infant.

WORK EXPERIENCES

- Make infants as comfortable as possible for sleeping.
- Change and adjust infant's clothing as needed for comfort.
- Change infant's diaper as needed for comfort, following acceptable procedures.
- Follow procedures for bathing an infant.

STUDY ASSIGNMENTS

- Sleep habits of infants
- Clothing for infants
- Ways to fold diapers
- Safety precautions for diapering
- Procedures for bathing an infant
- Safety precautions in bathing infants

UNIT XII

SPECIAL CARE FOR HANDICAPPED CHILDREN

- OBJECTIVES:** Describe characteristics of handicapped children.
- Determine appropriate techniques for supervising and caring for handicapped children.

TASKS

36. Help provide special services needed by handicapped children.

WORK EXPERIENCES

Provide assistance as needed to help the handicapped child adjust to the child care center.

Help other children accept the handicapped child.

STUDY ASSIGNMENTS

Orthopedic and medical problems

Speech and hearing problems

Visual problems

UNIT XIII

SPECIAL CARE FOR MENTALLY RETARDED CHILDREN

- OBJECTIVES:** Recognize the challenges that mentally retarded children provide to the child care aide.
- Identify basic similarities in the care and training of "normal" and exceptional children.
- Determine appropriate techniques in supervising and caring for exceptional children.

TASKS	WORK EXPERIENCES	STUDY ASSIGNMENTS
37. Help provide special services needed by mentally retarded children.	Recognize the types, causes, and levels of mental retardation.	Causes of mental retardation Types of mental retardation Levels of mental retardation
	Promote the program of services for exceptional children.	Services for the mentally retarded Facilities for the mentally retarded
38. Help maintain discipline to prevent children from harming themselves and others.	Recognize needs, interests, and abilities of mentally retarded children.	Establishing a training program for mentally retarded children Basic needs of mentally retarded children Interests and skills of the mentally retarded
	Reinforce desired behavior in a positive way.	Influence of behavior patterns Understanding mentally retarded children's behavior Teaching by positive reinforcement

TASKS

39. Help direct mentally retarded children's learning activities.

WORK EXPERIENCES

Guide mentally retarded children in ways that promote development of acceptable behavior patterns.

Encourage child's development of language ability.

Help mentally retarded children learn self-care skills.

Teach appropriate social behavior.

Plan and direct various types of activities for mentally retarded children.

STUDY ASSIGNMENTS

Guidance for mentally retarded children

Helping the mentally retarded child develop language skills

Helping the mentally retarded learn self-care skills

Social skills in mentally retarded children

Activities for mentally retarded children:

Motor-skill activities

Exercises

Games

Art and craft activities

Storytime

Dramatizations

Music activities

Helping mentally retarded children understand their environment

Increasing perceptual skills

SCHOOL-AGE CHILDREN

- OBJECTIVES:** Plan individual and group activities for school-age children.
- Use appropriate guidance techniques with school-age children.

TASKS

40. Gather or reproduce materials needed for lessons and activities for school-age children.

41. Utilize appropriate techniques for supervising school-age children's activities.

42. Work with school-age children individually or in small groups.

WORK EXPERIENCES

Gather or reproduce materials.

Write legibly on chalkboard.

Prepare display materials.

Prepare transparencies.

Set up audiovisuals.

Help plan and arrange for resource persons and field trips.

Utilize appropriate supervising techniques.

Work with children individually or in small groups.

STUDY ASSIGNMENTS

References and materials

Display materials

Audiovisuals

Resource persons and field trips

Techniques for supervising school-age children

Activities requiring supervision

Techniques for assisting school-age children

WORK EXPERIENCES TO BE PROVIDED	RECORD OF WORK	OUTLINE OF STUDY ASSIGNMENTS	RECORD OF STUDIES
Training Plan for Home Economics Careers in Child Care			
—— 1. Identify child care needs met by center Relate responsibilities to various workers Evaluate own personal qualities		Importance of adequate child care services	I-1
—— 2. Recognize own responsibilities Analyze employment opportunities and training needs		Responsibilities of child care aide Work evaluation Philosophy of child care Career opportunities	I-2 II-2
—— 3. Observe and interpret children's behavior Discuss child's behavior with director		Reasons and procedures for observing Recording observations Interpreting observations Reporting concerns about a child's behavior	I-3
—— 4. Recognize type of child care provided by the center Classify center by type Describe services provided Recognize characteristics of center		Types of child care Types of child care centers Child care services Characteristics of good center State and local regulations	II-1
—— 5. Work cooperatively with staff, parents, and children Follow policies of center		Importance of teamwork Ethical principles Staff planning sessions Relationships with parents and children Center regulations	II-2
—— 6. Recognize influences on child's development Relate influence of center to child's development Use terminology Relate developmental process to children at center		Influences on development Role of center in child's development Terms related to development Similarities and differences in children's development Principles of development	III-1, 2

WORK EXPERIENCES TO BE PROVIDED	RECORD OF WORK	OUTLINE OF STUDY ASSIGNMENTS	RECORD OF STUDIES
____ 7. Recognize child's developmental level Provide setting conducive to development Plan suitable activities for stage of development		Developmental tasks Theories of stages of development Critical periods Developmental tasks and skills Sequencing activities	III-3
____ 8. Recognize growth patterns Measure, record, and interpret children's growth Direct physical activities Recognize influences on development Recognize level of cognitive development	7	Physical development Measuring, recording, and interpreting children's growth Motor development Influences on development Cognitive development	IV-1, 2
____ 9. Direct intellectual activities Help children learn		Intellectual development Ways to help children learn	IV-2
____ 10. Help children fit into groups		Social development Socialization process Self-concept Lifestyle Child in the community	V-1
____ 11. Encourage children to express feelings acceptably		Emotional development Typical childhood emotions: anger, fear, jealousy, happiness, affection, love	V-2
____ 12. Recognize and report signs of illness Follow health policies Help maintain health records Provide healthy environment		Characteristics of healthy child Health and safety standards Maintaining records Safeguarding environment	VI-1
____ 13. Inspect children entering center Recognize childhood diseases Care of sick child		Daily checks Symptoms of diseases Care of sick child	VI-1

WORK EXPERIENCES TO BE PROVIDED	RECORD OF WORK	OUTLINE OF STUDY ASSIGNMENTS	RECORD OF STUDIES
____14. Take appropriate safety precautions Encourage safe habits Maintain discipline to ensure safety		Safety precautions for developmental stages of children Safety education for child and self Safety rules of center Causes of accidents Accident prevention	VI-2
____15. Know emergency procedures Apply medication Handle minor emergencies calmly and intelligently Report need for first aid supplies		Emergency procedures First aid procedures Value of calmness when handling emergencies Equipping first aid kit	VI-3
____16. Direct quiet activities before mealtime Encourage hand washing before meals		Importance of quiet play before mealtime Types of play suitable before meals Personal cleanliness at mealtime	VI-4
____17. Teach good food habits and table manners		Eating patterns and habits Handling children at mealtime Teaching table manners	VI-4
____18. Help plan, prepare, and serve nutritious meals and snacks for children Set table correctly for menu Arrange table decorations Arrange tables and chairs for comfort of children		Children's nutritional needs Planning and preparing nutritious meals and snacks for children Setting attractive table Effects of mealtime environment	VI-4, 5
____19. Set stage for trying new foods Handle food refusal		Introducing new foods Reasons children refuse to eat Handling food refusal	VI-5
____20. Recognize clothing appropriate for age and activities Help children learn from clothing		Significance of clothing Appropriate clothing for children Concepts and skills acquired from clothing Clothing in the center Dressing and undressing skills	VI-6

WORK EXPERIENCES TO BE PROVIDED	RECORD OF WORK	OUTLINE OF STUDY ASSIGNMENTS	RECORD OF STUDIES
____21. Recognize acceptable behavior Teach acceptable behavior Report child abuse Use center-approved principles of guidance		Types of behavior Influences on behavior Teaching responsible behavior Communicating with children Child abuse Guidance and discipline	VII-1-3
____22. Arrange and use furnishings, equipment, and supplies as directed		Purposes and characteristics of equipment, materials, and supplies Room arrangement and use of space Purposes of toys and play equipment Characteristics of play equipment Homemade play equipment	VIII-1, 2
____23. Help maintain daily routines and schedules		Routines and daily schedules Individual and group activities Transition from one activity to another	IX-1, 2
____24. Help plan and carry out lessons and activities		Plans and planning Teaching techniques	IX-3
____25. Use approach to teaching practiced by center		Program models Components of a model Value of a model	IX-4
____26. Help supervise play activities appropriate for age and developmental level of the children Encourage dramatic and imaginative play Direct appropriate games for young children		Role of play in mastering developmental tasks and skills Purposes, characteristics, and kinds of play Play at different ages Ways value of play is destroyed Playing with small children Dramatic and imaginative play Games for young children	X-1

WORK EXPERIENCES TO BE PROVIDED	RECORD OF WORK	OUTLINE OF STUDY ASSIGNMENTS	RECORD OF STUDIES
____27. Encourage creative and manipulative skills Lead song and rhythmic activities Select books and stories Read or tell stories Help children understand world Participate in field trips		Creative and manipulative activities Techniques for teaching art Music and rhythmic activities Homemade instruments Finger plays Children's books and stories Storytelling Science activities Field trips	X-2-4
____28. Observe safety precautions when caring for infants		Safety precautions for infant care	XI-1, 3-5
____29. Feed infants as directed		Schedules for infants Feeding infants	XI-1
____30. Check reason for crying and respond accordingly		Development of communication skills in infants Reasons for crying	XI-2
____31. Communicate with infant during routine care Read to infants		Communicating with infants	XI-2
____32. Stimulate infants' development through use of toys and simple games		Infants' play Infants' toys Developmental units for infants	XI-3
____33. Make infants comfortable for sleeping		Sleep habits for infants	XI-4
____34. Change and adjust infant's clothing Change infant's diaper		Clothing for infants Ways to fold diapers Safety precautions for diapering	XI-5
____35. Follow procedures for bathing infants		Procedures for bathing infants Safety precautions in bathing infants	XI-5
____36. Help handicapped children adjust to child care center Help other children accept handicapped child		Orthopedic and medical problems Speech and hearing problems Visual problems	XII-1-3

WORK EXPERIENCES TO BE PROVIDED	RECORD OF WORK	OUTLINE OF STUDY ASSIGNMENTS	RECORD OF STUDIES
____37. Recognize types, causes, and levels of retardation Promote services for exceptional children		Mental retardation Services and facilities for mentally retarded	XIII-1, 2
____38. Recognize needs, interests, and abilities of mentally retarded children Reinforce desired behavior		Training mentally retarded children Needs, interests, and skills of mentally retarded children Behavior patterns Positive reinforcement	XIII-3, 4
____39. Encourage language development Teach self-help skills Teach social behavior Plan and direct activities for retarded children		Teaching language skills to retarded children Teaching self-help skills Social skills Activities for mentally retarded children; motor-skill activities, exercises, games, art and craft activities, storytime, dramatizations, music activities	XIII-5, 6
____40. Gather or reproduce materials needed for lessons and activities for school-age children Write legibly on chalkboard Prepare display materials Prepare transparencies Set up audiovisuals Help plan and arrange for resource persons and field trips		References and materials Display materials Audiovisuals Resource persons and field trips	
____41. Utilize appropriate techniques for supervising school-age children's activities		Techniques for supervising school-age children Activities requiring supervision	
____42. Work with school-age children individually or in small groups _____ _____ _____		Techniques for assisting school-age children _____ _____ _____	

09.0202

CLOTHING MANAGEMENT, PRODUCTION, AND SERVICES

HOME ECONOMICS COOPERATIVE EDUCATION OCCUPATIONS
IN CLOTHING MANAGEMENT, PRODUCTION, AND SERVICES

<i>USOE Code</i>	<i>Home Economics Area</i>	<i>DOT Code</i>	<i>DOT Occupational Title</i>	<i>Training Plan Master</i>
09.0202	Clothing Management, Production, and Services	185.157-010	Fashion Coordinator	Home Economics Careers in Apparel and Accessories
		261.357-070	Fabric Coordinator	
		295.357-010	Apparel-Rental Clerk	
		297.667-014	Model	
		299.357-018	Wedding Consultant	Home Economics Careers in Clothing Production and Services
		781.687-010	Assembler	
		781.687-022	Cutter Helper	
		781.687-070	Trimmer, Hand	
		785.261-010	Alteration Tailor	
		785.261-014	Custom Tailor	
		785.361-010	Dressmaker	
		785.361-014	Garment Fitter	
		785.361-022	Shop Tailor	
		787.682-046	Sewing Machine Operator	
		297.354-010	Demonstrator*	Home Economics Careers in Demonstrating

* For job analysis, course unit outline, and training plan, see pp. 295-321.

JOB ANALYSIS FOR HOME ECONOMICS CAREERS IN APPAREL AND ACCESSORIES

(Used in interviews with owners, managers and personnel in department stores and specialty shops which sell fabric, apparel and accessories, or provide wedding consultant services or clothing rental, and modeling schools)

Name of Business _____ Date _____

Person Interviewed _____ Interviewer _____

DIRECTIONS: Please check in the appropriate column the responsibilities you expect a student to assume when working in your business.

A student preparing for home economics careers in apparel and accessories assumes numerous responsibilities in coordination of apparel and accessories; coordination of patterns, fabrics, and notions; or assisting the bride in planning her wedding and selecting wedding and trousseau in such situations as a department store, specialty shop, or clothing rental business. Working under the supervision of experienced personnel, the student performs the following functions:

TASKS	DAILY	OCCASION- ALLY	DOES NOT APPLY	COMMENTS
1. Follow instructions given by supervisor.				
2. Practice good grooming habits.				
3. Dress fashionably.				
4. Follow store rules, policies, and procedures.				
5. Take inventories and stock counts of merchandise.				
6. Receive and check merchandise.				
7. Price mark merchandise.				
8. Restock shelves and racks.				

TASKS	DAILY	OCCASION- ALLY	DOES NOT APPLY	COMMENTS
9. Assist in the care and maintenance of the store and storage rooms.				
10. Answer customers' questions about merchandise, trends, and sizing.				
11. Communicate effectively with customers and other store employees.				
12. Present merchandise effectively.				
13. Assist customers in finding apparel and accessories to meet their needs.				
14. Assist customers in trying on garments.				
15. Help customers reach buying decisions.				
16. Use correct fabric terminology.				
17. Point out characteristics of fabrics.				
18. Explain textile legislation, standards, and labeling.				
19. Use the elements and principles of design effectively.				
20. Provide information about current fashions and colors.				
21. Point out indications of quality in apparel and accessories.				
22. Help coordinate apparel and accessories.				
23. Acquaint customers with store's wedding service.				
24. Determine bride's needs.				
25. Assist in making arrangements for wedding, wedding reception, showers, and teas.				

TASKS	DAILY	OCCASION- ALLY	DOES NOT APPLY	COMMENTS
26. Advise bride on wedding etiquette.				
27. Assist bride in planning wedding budget.				
28. Help bride select wedding apparel and trousseau.				
29. Analyze fitting problems of customer.				
30. Fit garments on customers.				
31. Offer suggestions when requested for desirable alterations.				
32. Mark or pin garment indicating the desired alteration.				
33. Estimate cost and determine pickup date.				
34. Prepare a tag indicating alterations and giving instructions.				
35. Make a claim check.				
36. Locate patterns for customers.				
37. Assist home sewers in their selections of fabrics, patterns, thread, trimmings, and other notions.				
38. Determine the amount of fabric required for various sewing projects.				
39. Measure and cut fabrics and trim.				
40. Answer customers' questions about fabrics, patterns, notions, sewing supplies, equipment, and construction techniques.				
41. Construct display garments.				
42. Help develop the store's fashion promotion program.				

TASKS	DAILY	OCCASION- ALLY	DOES NOT APPLY	COMMENTS
43. Help plan, carry out, and evaluate the store's advertising.				
44. Participate in the store's promotion efforts.				
45. Help plan, set up, maintain, and evaluate store and window displays.				
46. Help plan a fashion show.				
47. Commentate a fashion show.				
48. Model garments and accessories.				
49. Assume additional responsibilities in preparation for job advancement.				
50. Assist in buying apparel and accessories for the store or department.				
51. Assist in the management of the apparel and accessories store or department.				

COURSE UNIT OUTLINE FOR HOME ECONOMICS CAREERS IN APPAREL AND ACCESSORIES

COURSE UNIT I

APPAREL AND ACCESSORIES CAREERS

OBJECTIVES: Identify apparel and accessories careers.

Relate personal characteristics and abilities to requirements in apparel and accessories careers.

TASKS

1. Follow instructions given by supervisor.
2. Practice good grooming habits.
3. Dress fashionably.

WORK EXPERIENCES

- Accept and follow directions and instructions from persons in authority.
- Exhibit the personal characteristics required.
- Exhibit a fashionable personal appearance on the job.

STUDY ASSIGNMENTS

- Job responsibilities in entry-level apparel and accessories careers
- Personal characteristics needed in apparel and accessories jobs
- Importance of personal appearance in apparel and accessories careers
- Self-evaluation

COURSE UNIT II

APPAREL RETAILING

- OBJECTIVES:**
- Define terms related to apparel retailing.
 - Summarize typical policies of retail stores.
 - Describe procedures for recording sales and accepting payments.
 - Describe inventory and stock count procedures.
 - Outline price marking systems.
 - Summarize stockkeeping systems.
 - Describe procedures for care and maintenance of the store and storage rooms.

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TASKS	WORK EXPERIENCES	STUDY ASSIGNMENTS
4. Follow store rules, policies, and procedures.	Use correct retailing terminology.	History of retailing
		Types of retailing
		Retailing terminology
		Department store organization
		Layout of store and departments
	Observe store's personnel policies.	Personnel policies
	Work effectively with other store employees.	Human relations

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TASKS

WORK EXPERIENCES

STUDY ASSIGNMENTS

Record sales and accept payments.

Sales slips and payments

Discounts and extra charges

Using the cash register

Making change

Approving checks

Approving credit

Layaway procedures

Explain and follow correct procedures for items placed on layaway.

Package the customer's purchases according to store policy.

Packaging merchandise

Handle returns and complaints courteously and efficiently.

Procedures for handling merchandise returns

Follow store policies for identifying and apprehending shoplifters.

Shoplifting

Maintain clientele records.

Clientele records

Count, reorder, and calculate prices of merchandise accurately.

Merchandise counts, reorders, and mark-downs

Compute the rate of stock turnover for a department.

Computing turnover

TASKS

5. Take inventories and stock counts of merchandise.
6. Receive and check merchandise deliveries.
7. Price mark merchandise.
8. Restock shelves and racks.
9. Assist in the care and maintenance of the store and storage rooms.

WORK EXPERIENCES

- Maintain perpetual inventory records.
- Take stock counts.
- Receive and check new merchandise according to store policy.
- Complete receiving records.
- Mark price tickets using designated system.
- Replenish stock in the store and store-rooms as needed.
- Select cleaning supplies and equipment appropriate for the job.
- Use appropriate procedures for cleaning the store and storage areas.

STUDY ASSIGNMENTS

- Inventory procedures and forms
 - Perpetual
 - Physical
- Receiving, checking, and storing merchandise
- Receiving records
- Price marking systems
- Stockkeeping systems
- Care and maintenance of the store and storage rooms

COURSE UNIT III

CUSTOMER SATISFACTION

- OBJECTIVES:
- Identify merchandise knowledge needed when assisting customers.
 - Utilize effective techniques for communicating with customers.
 - Describe procedures for presenting merchandise to customers.
 - Summarize fitting room etiquette.
 - Outline techniques for helping customers reach buying decisions.

TASKS

10. Answer customers' questions about merchandise, trends, and sizing.

11. Communicate effectively with customers and other store employees.

WORK EXPERIENCES

Guide customers to appropriate areas based on requests.

Provide information about merchandise, trends, and sizing when requested.

Use acceptable methods for dealing with various types of customers.

Use the store's communication network.

STUDY ASSIGNMENTS

Merchandise knowledge needed:

Location
Sizing
Information
Trends

Information included on fabric and apparel labels

Sources of materials and information on fabric apparel and accessories

Customer types

Communicating with customers

The store's communication network

Confidential information

TASKS

WORK EXPERIENCES

STUDY ASSIGNMENTS

	Communicate effectively using various means.	Communication skills: Speaking Writing Reading Listening Telephoning
12. Present merchandise effectively.	Motivate customers to buy apparel and accessories.	Customer behavior Basic buying decisions Buying motives Presenting merchandise
13. Assist customers in finding apparel and accessories to meet their needs.	Point out the features of the merchandise which meet the customer's needs. Approach and greet customers in an appropriate manner.	Approaching the customer Determining the customer's needs,
14. Assist customers in trying on garments.	Follow approved procedures for assisting customers in trying on garments.	Fitting room etiquette
15. Help customers reach buying decisions.	Assist customers in reaching decisions regarding merchandise.	Customer objections Closing the sale Suggestion selling

COURSE UNIT IV

PERSONALITIES OF FABRICS

- OBJECTIVES:** Define textile terms.
- Classify fabrics as to origin, construction, weave, finish, suitable uses, and care required.
- Summarize textile legislation and standards.

TASKS

16. Use correct fabric terminology.
17. Point out characteristics of fabrics.

WORK EXPERIENCES

- Use appropriate textile terminology.
- Identify and classify fabrics as to origin, construction, weave, and finish.

STUDY ASSIGNMENTS

- Textile terminology
- Fibers and their outstanding characteristics
- Procedures for identifying fiber content
- Yarns
- Fabric construction
- Dyeing and printing
- Fabric finishes
- Suitable uses for various fabrics
- Care required by various fabrics

- Recommend uses for various fabrics.
- Recommend care and treatment of various fabrics.
- Select pressing techniques suited for the fabric.

18. Explain textile legislation, standards, and labeling.

- Become familiar with basic legislation and standards which apply to textiles.

- Textile legislation
- Textile standards
- Textile labeling

COURSE UNIT V

ELEMENTS AND PRINCIPLES OF DESIGN

OBJECTIVES: Identify the elements and principles of design.

Relate the elements and principles of design to garment selection and display.

TASKS

19. Use the elements and principles of design effectively.

WORK EXPERIENCES

Relate line, shape, and space to the apparent width, height, size, and overall effect of garments.

Determine the functions of line, shape, and space in specific garments.

Use correct terminology to describe colors.

Recognize the effects of various colors.

Explain how pattern and texture affect garments.

Recognize the types of balance used in garments.

Maintain balance in garments when suggesting alterations.

Maintain the proportion of garments when suggesting alterations.

STUDY ASSIGNMENTS

The elements of design:

Line
Form and shape
Space

Color:

Terminology
Psychology
Harmonies
Use
Factors influencing choices

Pattern and texture

Principles of design:

Balance

Proportion

TASKS

WORK EXPERIENCES

STUDY ASSIGNMENTS

Consider the height and weight of the customer when suggesting garments or patterns.

Consider the effect of color and texture when suggesting fabric for a garment.

Locate the point of emphasis in fashions.

Utilize the principles of emphasis in the selection of fabric, trim, and pattern.

Identify specific types of rhythm in fabrics.

Recognize the type of rhythm created by garment details.

Use rhythm to create a mood through use of line, color, and texture when constructing garments.

Analyze a garment to determine if it exhibits unity.

Relate elements and principles of design to basic figure types.

Emphasis

Rhythm

Unity

Effects of elements and principles of design on basic figure types

COURSE UNIT VI

FASHION

- OBJECTIVES:**
- Define fashion terms.
 - Relate values and attitudes to clothing selection.
 - Identify factors influencing wardrobe planning.
 - Determine occasions for which a garment is appropriate.
 - Determine influences on current fashion trends.

TASKS

20. Provide information about current fashions and colors.

WORK EXPERIENCES

Use correct fashion terminology.

Recognize influences on customer's values and attitudes toward clothing.

Recognize factors which influence wardrobe planning.

Identify clothing appropriate for various occasions.

STUDY ASSIGNMENTS

Fashion:

- Definition
- Determinants
- Terminology

Influences on values and attitudes toward clothing:

- Customs and traditions
- Family, friends, and community
- Changing social conditions
- Age

Factors influencing wardrobe planning:

- Income
- Location
- Activities
- Present wardrobe

Appropriate clothing for various occasions

TASKS

WORK EXPERIENCES

STUDY ASSIGNMENTS

Point out influences of the past on current fashions.

Fashion themes

Fashion cycles

Fashion acceptance

Development of the garment industry

Development of the pattern industry

Social and economic influences on clothing

Fashion design

Fashion designers

Determine design trends for the coming season in terms of silhouette, design details, fabrics, and colors.

COURSE UNIT VII

COORDINATION OF ACCESSORIES AND APPAREL

- OBJECTIVES:** Point out signs of quality in garments and accessories.
- Coordinate apparel and accessories.
- Demonstrate fashionable ways to wear accessories.

TASKS

21. Point out indications of quality in apparel and accessories.
22. Help coordinate apparel and accessories.

WORK EXPERIENCES

- Recognize signs of quality in garments and accessories.
- Coordinate women's apparel for buying, display, fashion shows, and individual customers.
- Coordinate men's wear for buying, display, fashion shows, and individual customers.

STUDY ASSIGNMENTS

- Indications of quality in ready-to-wear:
Labels
Work
Fit

- Women's wear:
Terminology
Outer garments
Coats
Dresses
Blouses and shirts
Skirts
Slacks
Sweaters
Foundation Garments
Bras
Panties
Slips and petticoats
Sleepwear
Coordinating women's clothes

- Men's wear:
Terminology
Suits, jackets, and trousers
Styles
Fabrics

TASKS

WORK EXPERIENCES

STUDY ASSIGNMENTS

Dress shirts

Styles

Fabrics

Ties

Coordinating suits, shirts, and ties

Outerwear

Casual wear

Slacks, jeans, and shorts

Sport shirts, and sweaters

Formal wear

Hosiery

Underwear

Undershirts

Undershorts

Pajamas and robes

Coordinate infants' and children's wear for buying, display, fashion shows, and individual customers.

Infants' and children's wear:

Importance of comfort and safety

Fabrics

Fitting

Infants' clothing

Toddlers' clothing

Preschoolers' clothing

School-age children's clothing

Coordinating children's clothing

Styles

Colors

Coordinate shoes and accessories with garments for buying, display, fashion shows, and individual customers.

Shoes:

Parts

Materials

Construction

Styles, finishes, and colors

TASKS

WORK EXPERIENCES

Show customers fashionable ways to wear accessories.

STUDY ASSIGNMENTS

Accessories:

- Gloves
- Handbags
- Hats
- Belts
- Umbrellas
- Jewelry
- Others

COURSE UNIT VIII

WEDDING CONSULTANT

- OBJECTIVES:**
- Describe services offered by a wedding consultant.
 - Describe procedures for planning a wedding and reception.
 - Write a news story about a wedding.
 - Summarize wedding etiquette.
 - Plan a wedding budget.
 - Propose garments for a specific type wedding.

TASKS

WORK EXPERIENCES

STUDY ASSIGNMENTS

23. Acquaint customers with store's wedding service.
24. Determine bride's needs.
25. Assist in making arrangements for wedding, wedding reception, showers, and teas.

- Compile list of prospective customers.
- Follow acceptable procedures in offering own and store's services.
- Identify bride's needs.
- Work with photographer and bride to plan wedding pictures.

- Procedures for compiling list of prospects
- Wedding services provided by wedding consultant
- Factors influencing bride's needs and preferences
- Types of questions to use in determining bride's needs
- Photograph requirements of newspapers
- Price ranges of wedding photography
- Shots frequently taken at weddings
- Positioning bride and wedding gown
- Working with the photographer

TASKS

WORK EXPERIENCES

STUDY ASSIGNMENTS

Help plan showers and teas.

Themes for showers and teas

Menus for showers and teas

Table arrangements and decorations

Guest lists

Help plan decorations and flowers for weddings and receptions.

Decorations and flowers appropriate for various types of weddings and receptions

Types of corsages and bouquets

Working with florist

Work with bride and caterer to plan wedding reception.

Menus appropriate for wedding receptions

Table arrangements for receptions

Traffic plans for the receiving line and serving guests

Working with caterer

Assist with wedding and reception details.

Role of wedding consultant at rehearsals, wedding, and reception

Appropriate attire for wedding consultant when attending rehearsals, wedding, and reception

Use appropriate newswriting techniques.

Information included in wedding stories

Importance of accuracy in recording names and facts

TASKS

26. Advise bride on wedding etiquette.

27. Assist bride in planning wedding budget.

28. Help bride select wedding apparel and trousseau.

WORK EXPERIENCES

Provide information about wedding etiquette.

Answer questions related to the wedding budget.

Show garments suitable for specific type wedding.

Show garments suitable for bride's trousseau.

STUDY ASSIGNMENTS

Descriptive words to use for wedding gown, apparel of wedding party, and decorations

Policies of local newspaper

Types of weddings

Wedding etiquette

Wedding procedures

Religious variations

Division of wedding costs

Price ranges for wedding expenses

Factors influencing the cost of weddings

Styles and fashions in wedding gowns and apparel

Apparel appropriate for various types of weddings

Garments appropriate for varying seasons, climate, and situations

COURSE UNIT IX
FITTING PROCEDURES

- OBJECTIVES: Examine the fit of a garment.
- Apply appropriate techniques to fitting garments.
- Propose alterations to correct specific fitting problems.
- Describe procedures for handling garments to be altered.

TASKS

29. Analyze fitting problems of customer.

WORK EXPERIENCES

Identify characteristics of well-fitted garments.

Determine whether garment is the correct size for customer.

Identify fitting problems by observing customer's size, posture, and physique.

Use the principles of fit in providing ease, maintaining garment lines, maintaining grain, establishing set, and maintaining balance of a garment.

30. Fit garments on customers.

Select appropriate tools for fitting a garment on a customer.

Examine design of garment.

Examine location of grainline.

STUDY ASSIGNMENTS

Characteristics of well-fitted garments:
Women's
Men's

Ready-to-wear sizes

Fitting problems

Principles of fit:
Ease
Line
Grain
Set
Balance

Preparing for fitting:
Tools
Procedures
Measuring

TASKS

WORK EXPERIENCES

STUDY ASSIGNMENTS

Avoid fittings which result in violating the principles of fit, or in requiring extremely difficult alterations.

Examine neckline fullness, size, and height.

Examine size and height of collar.

Examine shoulder width and slope.

Examine width and length of bodice.

Examine placement of darts in bodice.

Examine fit at waistline.

Examine skirt size, noting areas which are too large or too tight.

Check fit of waistband.

Examine sleeve circumference and length.

Check grainline of sleeve.

Check amount of fullness at armhole.

Examine fit of neckline, shoulder, bodice, and skirt of princess style garments.

Examine bodice length and waistline shaping in shift garment.

Fittings to avoid

Fitting women's wear:
Neckline fittings

Shoulder fittings

Bodice fittings

Waistline fittings

Skirt fittings

Sleeve fittings

Fitting princess style garments

Fitting the basic shift

TASKS

31. Offer suggestions when requested for desirable alterations.
32. Mark or pin garment indicating the desired alteration.

WORK EXPERIENCES

Examine the fit of waistline, hip, leg, width, and length of pants.

Fit coats.

Fit jackets and suits.

Examine fullness under the collar of men's jackets.

Check the width and slope of shoulders of men's jackets.

Examine fullness of men's jackets.

Check front overlap of men's jackets.

Check for pulling across back of men's jackets.

Fit waistline of men's trousers.

Fit crotch of men's trousers.

Examine width of trouser legs.

Check trouser length.

Suggest possible alterations to customer.

Pin alterations with pins pointing in the correct direction.

Use chalk to mark alterations when appropriate.

STUDY ASSIGNMENTS

Fitting pants

Fitting coats

Fitting jackets and suits

Fitting men's wear:
Fitting jackets

Fitting trousers.

Determining alterations to correct specific problems

Pinfitting

Marking alterations

TASKS

33. Estimate cost and determine pickup date.
34. Prepare a tag indicating alterations and giving instructions.
35. Make a claim check.

WORK EXPERIENCES

- Price alterations using an alterations price list.
- Determine pickup date from past experience or turnaround chart.
- Complete an alterations tag for each garment to be altered.
- Complete a claim check for each garment to be altered.

STUDY ASSIGNMENTS

- Pricing alterations
- Estimating time for making alterations
- Alterations tags
- Claim checks

COURSE UNIT X

COORDINATION OF PATTERN, FABRIC, AND NOTIONS

- OBJECTIVES:**
- Describe procedures for assisting customers in locating patterns.
 - Relate various factors to selection of fabric and notions.
 - Compute the amount of fabric needed for a sewing project.
 - Describe procedures for cutting fabric and trim.

TASKS

36. Locate patterns for customers.

37. Assist home sewers with their selections of fabrics, patterns, thread, trimmings, and other notions.

WORK EXPERIENCES

Assist customer in determining correct figure type and pattern size.

Locate correct pattern size and style.

Record sale of pattern.

Make suggestions regarding fabric selection when requested by customer.

STUDY ASSIGNMENTS

Pattern selection:

Types

Size based on customer's figure type

Size based on customer's measurements

Pattern filing system

Pattern sale record

Fabrics appropriate for different styles

Relationship of elements and principles of design to fabric selection

Shaping materials:

Interfacings

Underlinings

Linings

Interlinings

TASKS

WORK EXPERIENCES

STUDY ASSIGNMENTS

Select correct thread for a variety of fabrics.

Select appropriate notions for fabric and pattern.

Sewing notions:

Thread

Types

Sizes

Fastenings

Snap

Types

Sizes

Hooks and eyes

Types

Sizes

Zipper

Types

Parts

Sizes

Buttons

Types

Sizes

Selection

Tapes, laces, and bindings

Ribbons, braids, and bands

Rickrack

Fringe and pompons

Lace and ruffles

Edgings and ropes

Other

Beads and sequins

Coordinate pattern, fabric, and notions.

Factors to consider when coordinating pattern, fabric, and notions

38. Determine the amount of fabric required for various sewing projects.

Estimate amount of fabric needed for various purposes.

Factors affecting the amount of fabric needed

TASKS

39. Measure and cut fabrics and trim.

WORK EXPERIENCES

Measure and cut fabrics using appropriate techniques.

Measure and cut trim using appropriate techniques.

STUDY ASSIGNMENTS

Procedures for measuring fabric

Guidelines for cutting fabric

Fabrics requiring special cutting procedures

Procedures for measuring and cutting trim

COURSE UNIT XI

CLOTHING CONSTRUCTION TECHNIQUES

OBJECTIVES: Synthesize information which answers customers' sewing questions.

Utilize appropriate procedures for constructing display garments.

TASKS

40. Answer customers' questions about fabrics, patterns, notions, sewing supplies, equipment, and construction techniques.

WORK EXPERIENCES

Point out characteristics of a well-constructed garment.

Describe techniques for handling special fabrics.

Point out information on the pattern envelope and instruction sheet.

Describe procedures for altering patterns.

Help customer determine correct pattern layout.

Describe procedures for preparing fabric for cutting.

Answer questions about laying pattern, cutting, and marking.

Select patterns, fabric, and notions for display garments.

Use the unit method of construction when making display garments.

STUDY ASSIGNMENTS

Signs of a well-constructed garment

Techniques for handling special fabrics

Information on pattern envelope and instruction sheet

Pattern alterations

Pattern layouts

Preparation of fabric

Laying pattern, cutting, and marking

Selection of patterns, fabrics, and notions for display garments

Unit method of clothing construction

TASKS

WORK EXPERIENCES

STUDY ASSIGNMENTS

Use appropriate clothing construction techniques when making display garments.

Answer customers' questions about clothing construction techniques.

Clothing construction techniques

COURSE UNIT XII

FASHION PROMOTION

- OBJECTIVES:**
- Describe fashion promotion.
 - Summarize the role of advertising in fashion promotion.
 - Utilize appropriate fashion promotion procedures.

TASKS	WORK EXPERIENCES	STUDY ASSIGNMENTS
42. Help develop the store's fashion promotion program.	Keep informed about the store's fashion promotion program.	Fashion promotion defined Types of fashion promotion: - Advertising - Word-of-mouth advertising - Publicity - Display - Special events - Fashion shows - Packaging How the retailer uses media for fashion promotion: - Newspaper - Radio - Television - Magazine - Direct mail
43. Help plan, carry out, and evaluate the store's advertising.	Identify the persons responsible for planning, carrying out, and evaluating the store's advertising. Relate what is advertised to the store's promotion calendar.	The promotion budget Retail store advertising The promotion calendar

TASKS

44. Participate in the store's promotion efforts.

WORK EXPERIENCES

Identify the media the store uses for advertising.

Determine the types of advertising the store uses.

Recognize own responsibilities in relation to the store's advertising plan.

Help select merchandise to be advertised.

Help plan and prepare printed advertisements.

Keep records on the sales of advertised merchandise.

Help plan the store's sales promotions.

Help prepare for special sales and events.

Point out features of advertised merchandise for customers.

STUDY ASSIGNMENTS

Advertising media:

Newspaper advertising
Radio advertising
Television advertising
Direct mail advertising
Other

Types of advertising

Product advertising
Institutional advertising

The advertising plan

Selecting merchandise for advertising

Advertising appeals

Printed advertisements: elements and principles

Production of advertisements

Evaluating advertising

Sales promotion defined

Planning a sales promotion

Sales promotion budget

Planning a sales promotion event

Special sales, a type of sales promotion

Importance of special events

COURSE UNIT XIII

FASHION DISPLAY

- OBJECTIVES:**
- Summarize the functions of the display department.
 - Identify props and fixtures used in fashion displays.
 - Describe procedures for making display signs.
 - Create effective store and window displays.
 - Describe procedures for maintenance of store and window displays.
 - Evaluate the effectiveness of store and window displays.

TASKS

45. Help plan, set up, maintain, and evaluate store and window displays.

WORK EXPERIENCES

- Identify the persons responsible for the store's window and in-store displays.
- Select and construct decorative props for use in store or window displays.
- Make merchandise signs for store displays.
- Help set up store and window displays according to prearranged plan, or using own ideas.
- Follow recommended procedures for draping (rigging), assembling, flying, and moving merchandise used in displays.
- Use appropriate techniques for maintaining displays.
- Judge fashion displays using guidelines for effectiveness.

STUDY ASSIGNMENTS

- Display department
- Props or fixtures used in fashion displays
- Merchandise signs
- Store and window displays:
 - Types
 - Techniques
 - Guidelines
- Draping:
 - On mannequins
 - On backdrops
- Maintenance of store and window displays
- Display effectiveness

COURSE UNIT XIV

FASHION SHOWS

- OBJECTIVES:**
- Plan a fashion show.
 - Utilize appropriate techniques to organize a fashion show.
 - Describe ways to publicize a fashion show.
 - Develop commentary for a fashion show.
 - Present fashion show commentary effectively.
 - Describe procedures for preparing a dressing room for models.
 - Use appropriate techniques to model garments and accessories.

TASKS

46. Help plan a fashion show.

WORK EXPERIENCES

- Help develop plans for a fashion show.

STUDY ASSIGNMENTS

Planning the fashion show:

- Type
- Theme
- Audience
- Budget
- Place and floor plan
- Merchandise
- Models
- Settings
- Music
- Lighting
- Pacing
- Responsibilities

Organizing the fashion show:

- Fitting and accessorizing clothes

Assist with fitting and accessorizing clothes for a fashion show.

TASKS

47. Commentate a fashion show.

WORK EXPERIENCES

Help coordinate models and merchandise.

Help assemble accessories for each model.

Help write commentary cards for each garment to be modeled.

Record information on model sheets.

Help plan run-off for a fashion show.

Participate in rehearsal and run-through for a fashion show.

Help check out merchandise used in a fashion show.

Help plan and carry out publicity for a fashion show.

Plan the commentary for a fashion show.

Present the commentary for a fashion show.

STUDY ASSIGNMENTS

Coordinating models and merchandise

Assembling accessories for each model

Commentary cards

Model sheets

Run-off (line-up)

Rehearsal and run-through

Checking merchandise out of stock

Publicizing the fashion show:

Publicity

Tickets

Programs

Favors and giveaways

Commentary for fashion show:

Role of the commentator

Types of commentaries

Writing the commentary

Music as background

Lighting

Presenting the commentary

TASKS

48. Model garments and accessories.

WORK EXPERIENCES

Help prepare the dressing room for models.

Participate in selection and training of models.

Collect garments and accessories.

Dress in garments and accessories.

Use proper makeup techniques.

Check overall appearance including grooming.

Protect the clothes being modeled.

Cooperate in the fitting and dressing room.

Use various stances appropriate for garments being modeled.

Execute turns smoothly and gracefully.

Walk gracefully and smoothly when modeling and allow plenty of time for viewing the garment.

Remain on the runway or stage and keep moving until the commentator has finished talking about the garment being modeled.

STUDY ASSIGNMENTS

Preparing the dressing room for models:
Supplies and equipment
Care of clothing
Organizing the merchandise

Modeling apparel and accessories:
Selecting and training models

Preparation for modeling garments

Model's code of manners

Modeling techniques:
Standing

Pivoting

Walking
Dancing

Timing

TASKS

WORK EXPERIENCES

STUDY ASSIGNMENTS

Comply with the requirements of a specified fashion show.

Modeling assignments:

Runway modeling

Formal and informal modeling

Tearoom or restaurant

Departmental or storewide

Television

Showroom

Use correct fashion show terms.

Fashion show terms

Provide adequate information about garment to prospective customers as appropriate.

Informing customers about garment being modeled

Help plan special fashion show.

Planning the special fashion show:

Types of special fashion shows

Film, tape, and television productions

COURSE UNIT XV

YOUR FUTURE IN FASHION RETAILING

- OBJECTIVES:** Analyze career opportunities in fashion merchandising.
- Determine the functions of a fashion buyer.
- Determine the functions of a manager of an apparel and accessories store or department.

TASKS	WORK EXPERIENCES	STUDY ASSIGNMENTS
49. Assume additional responsibilities in preparation for job advancement.	Determine career opportunities in apparel and accessories.	Career opportunities in fashion retailing
50. Assist in buying apparel and accessories for the store or department.	Help prepare a merchandise plan.	Functions of a buyer: Preparing the merchandise plan Buying merchandise
	Assist in buying merchandise for the store.	Pricing merchandise
	Help determine prices for new merchandise.	Watching sales
	Assist in determining how well merchandise is selling.	
	Work accurately with numbers.	Merchandise mathematics
51. Assist in the management of the apparel and accessories store or department.	Evaluate own abilities in terms of manager's responsibilities.	Functions of a manager: Recruiting and hiring Training employees Supervising employees Evaluating employees' performance Controlling expenses Preparing budgets and reports

WORK EXPERIENCES TO BE PROVIDED	RECORD OF WORK	OUTLINE OF STUDY ASSIGNMENTS	RECORD OF STUDIES
Training Plan for Home Economics Careers in Apparel and Accessories			
— 1. Accept and follow directions		Entry-level job responsibilities	I-1
— 2. Exhibit required characteristics		Personal characteristics needed	I-2
— 3. Exhibit fashionable appearance		Importance of personal appearance Self-evaluation	I-2
— 4. Use correct terminology		Retailing Department stores Personnel policies	I-2 II-1
Observe personnel policies		Human relations	
Work effectively with other employees		Procedures for accepting payment	II-2
Record sales and accept payments		Layaway procedures	
Follow layaway procedures		Packaging merchandise	
Package purchases		Procedures for handling returns	
Handle returns and complaints		Shoplifting	
Follow policies on shoplifters		Clientele records	
Maintain clientele records		Merchandise counts, reorders, and markdowns	
Count, reorder, and calculate prices of merchandise		Computing turnover	
Compute rate of stock turnover			
— 5. Maintain perpetual inventory		Inventory procedures and forms	II-3
Take stock counts			
— 6. Receive and check new merchandise		Receiving, checking, and storing merchandise	II-3
Complete receiving records		Receiving records	
— 7. Mark price tickets		Price marking system	II-3
— 8. Replenish stock		Stockkeeping systems	II-3

WORK EXPERIENCES TO BE PROVIDED	RECORD OF WORK	OUTLINE OF STUDY ASSIGNMENTS	RECORD OF STUDIES
____ 9. Select cleaning supplies and equipment Use appropriate cleaning procedures		Care and maintenance of store and storage rooms	II-4
____ 10. Guide customers to merchandise Provide information about merchandise		Merchandise knowledge needed Label information Sources of information	III-1
____ 11. Deal with various types of customers Use store's communication Communicate effectively		Customer types Communicating with customers Store's communication network Confidential information Communication skills	III-2
____ 12. Motivate customers to buy Point out merchandise features		Customer behavior Basic buying decisions Buying motives Presenting merchandise	III-3
____ 13. Approach and greet customers		Approaching the customer Determining customer's needs	III-4
____ 14. Assist customers in trying on garments		Fitting room etiquette	III-4
____ 15. Assist customers in reaching decisions		Customer objections Closing sale Suggestion selling	III-4
____ 16. Use textile terminology		Textile terminology	IV-1
____ 17. Identify and classify fabrics		Fibers Yarns Fabric construction Dyeing and printing Fabric finishes Suitable uses for various fabrics	IV-1 IV-2 IV-3 IV-4 IV-5
Recommend uses for fabrics Recommend care and treatment of fabrics Select pressing techniques		Care required by various fabrics	
____ 18. Be familiar with textile legislation, standards, and labeling		Textile legislation, standards, and labeling	IV-6

WORK EXPERIENCES TO BE PROVIDED	RECORD OF WORK	OUTLINE OF STUDY ASSIGNMENTS	RECORD OF STUDIES
____19. Relate design elements to effect of garment Relate principles of design to garment selection, construction, and alteration Relate elements and principles of design to basic figure types		Elements of design Principles of design Effects of elements and principles of design on basic figure types	V-1-3 V-4 V-5
____20. Use fashion terminology Recognize influences on customer's values and attitudes toward clothing Recognize influences on wardrobe planning Identify clothing by occasion Point out past influences on current fashion Determine design trends		Fashion Influences on values and attitudes toward clothing Factors influencing wardrobe planning Clothing for various occasions History of fashions Fashion design and designers	VI-1 VI-1 VI-2 VI-3
____21. Recognize signs of quality		Quality in ready-to-wear	VII-1
____22. Coordinate women's apparel Coordinate men's wear Coordinate infants' and children's wear Coordinate shoes and accessories		Women's wear Men's wear Infants' and children's wear Shoes and accessories	VII-2 VII-3 VII-4 VII-5
____23. Compile prospect list of brides Offer own and store's services		Procedures for compiling prospect list Wedding consultant services	VIII-1
____24. Identify bride's needs		Factors influencing bride's needs	VIII-1

WORK EXPERIENCES TO BE PROVIDED	RECORD OF WORK	OUTLINE OF STUDY ASSIGNMENTS	RECORD OF STUDIES
____25. Work with photographer and bride Help plan showers and teas Help plan decorations and flowers Help plan wedding reception Assist with wedding and reception details Use newswriting techniques		Photograph requirements of newspapers Planning wedding photographs Planning showers and teas Planning decorations and flowers Planning wedding reception Role of wedding consultant at rehearsals, wedding, and receptions Provide wedding information to newspaper	VIII-1
____26. Provide information on wedding etiquette		Weddings and wedding etiquette	VIII-2
____27. Answer questions on wedding budget		Wedding costs	
____28. Show garments for specific type wedding		Wedding fashions	VIII-3
Show garments suitable for bride's trousseau		Trousseau fashions	VIII-4
____29. Analyze fit of garments		Characteristics of well-fitted garments Ready-to-wear sizes Fitting problems Principles of fit	IX-1
____30. Fit garments on customers		Preparing for fitting	IX-2
Fit women's wear		Fittings to avoid	IX-3
Fit men's wear		Fitting women's wear	IX-4
____31. Suggest alterations		Fitting men's wear	
____32. Pin or chalk mark alterations		Determining alterations needed	IX-3-4
		Pinfitting	IX-5
		Marking alterations	
____33. Price alterations		Pricing alterations	IX-5
Determine pickup date		Estimating time for altering	
____34. Complete alterations tag		Alterations tag	IX-5

WORK EXPERIENCES TO BE PROVIDED	RECORD OF WORK	OUTLINE OF STUDY ASSIGNMENTS	RECORD OF STUDIES
____35. Complete claim check		Claim checks	IX-5
____36. Determine figure type and pattern size Locate pattern Record sale of pattern		Pattern selection Pattern filing system Pattern sales records	X-1
____37. Suggest fabrics Select thread and notions Coordinate pattern, fabric, and notions		Fabric selection Shaping materials Sewing notions Coordinating pattern, fabric, and notions	X-2 X-3
____38. Estimate fabric needed		Factors affecting amount of fabric needed	X-4
____39. Measure and cut fabrics and trim		Measuring fabric and trim Cutting fabric and trim	X-4
____40. Point out characteristics of a well-constructed garment Describe techniques for handling special fabrics Point out pattern information Describe pattern alterations Determine correct layout Describe fabric preparation Answer questions about laying pattern, cutting, and marking		Signs of well-constructed garment Handling special fabrics Pattern information Pattern alterations Pattern layouts Fabric preparation Laying pattern, cutting, and marking	XI-1-3
____41. Select patterns, fabrics, notions for display garments Construct display garments Answer questions about clothing construction techniques		Display garments Clothing construction techniques	XI-3
____42. Keep informed about store's fashion promotion program		Fashion promotion	XII-1

WORK EXPERIENCES TO BE PROVIDED	RECORD OF WORK	OUTLINE OF STUDY ASSIGNMENTS	RECORD OF STUDIES
____43. Help plan, carry out, and evaluate store's advertising		Fashion advertising	XII-2
____44. Help plan and prepare sales promotions		Sales promotion	XII-3
____45. Identify display responsibilities		Display department	XIII-1
Select and construct decorative props		Display props and fixtures	XIII-2
Make merchandise signs		Merchandise signs	XIII-3-4
Help set up displays		Store and window displays	
Drape, assemble, fly, and move merchandise		Draping	
Maintain displays		Display maintenance	
Evaluate displays		Display effectiveness	
____46. Help plan fashion show		Planning fashion shows	XIV-1
Help fit and accessorize clothes for fashion show		Organizing fashion show	XIV-2
Help coordinate models and merchandise		Fitting and accessorizing clothes	
Help assemble accessories		Coordinating models and merchandise	
Help write commentary cards		Assembling accessories	
Record information on model sheets		Commentary cards	
Help plan run-off		Model sheets	
Participate in rehearsals and run-through		Run-off	
Help check merchandise out		Rehearsal and run-through	
Help plan fashion show publicity		Checking merchandise out of stock	
		Publicizing the fashion show	XIV-3
____47. Commentate a fashion show		Fashion show commentary	XIV-4

WORK EXPERIENCES TO BE PROVIDED	RECORD OF WORK	OUTLINE OF STUDY ASSIGNMENTS	RECORD OF STUDIES
____48. Help prepare dressing room Help select and train models Dress for modeling Protect clothing Cooperation in dressing room Model garments Use correct fashion show terms Provide information about garments modeled Help plan special fashion show		Preparing dressing room Selecting and training models Preparation for modeling Model's code of manners Modeling techniques Modeling assignments Fashion show terms Describing garments Planning special fashion shows	XIV-5 XIV-6
____49. Determine career opportunities		Career opportunities in fashion retailing	XV-1
____50. Help prepare merchandise plan Assist in buying merchandise Help price merchandise Check how well merchandise is selling		Merchandise plan Buying merchandise Pricing merchandise Watching sales	XV-2
____51. Evaluate own management abilities _____ _____ _____		Functions of a manager _____ _____ _____	XV-3

JOB ANALYSIS FOR HOME ECONOMICS CAREERS IN CLOTHING PRODUCTION AND SERVICES

(Used in interviews with alterationists, persons doing custom clothing construction, or sewing room supervisors.)

Name of Business _____ Date _____

Person Interviewed _____ Interviewer _____

DIRECTIONS: Please check in the appropriate column the responsibilities you expect a student to assume when working in your business.

A student preparing for home economics careers in clothing production and services assumes numerous responsibilities in such situations as a department store or dry cleaning establishment, private business, or apparel factory. Working under the supervision of experienced personnel, the student performs the following functions:

TASKS	DAILY	OCCASION- ALLY	DOES NOT APPLY	COMMENTS
1. Perform duties assigned to a clothing assistant.				
2. Recognize characteristics of various fabrics.				
3. Use appropriate construction and pressing techniques with various fabrics.				
4. Select appropriate tools and equipment for each task.				
5. Use equipment efficiently and safely.				
6. Care for sewing equipment.				
7. Use correct hand and machine stitching techniques.				
8. Use appropriate pressing equipment and techniques.				
9. Press construction details during construction or alteration of garments.				

TASKS	DAILY	OCCASION- ALLY	DOES NOT APPLY	COMMENTS
10. Press finished garment.				
11. Repair garments using appropriate sewing techniques.				
12. Make and interpret alteration markings on tags and garments.				
13. Examine garment on customer to analyze fitting problems.				
14. Fit garment, and mark or pin needed alterations.				
15. Make alterations using appropriate construction techniques.				
16. Observe appropriate business procedures for an alterations or custom clothing construction business.				
17. Arrange sewing room for safe, efficient operation.				
18. Advise customers regarding pattern and fabric selection.				
19. Alter commercial patterns to achieve a custom-made look.				
20. Use appropriate techniques to prepare fabric for cutting.				
21. Lay out pattern pieces for garment view desired.				
22. Cut and mark pattern pieces accurately.				
23. Use appropriate and efficient methods of clothing construction.				
24. Evaluate appearance of finished garment.				
25. Recognize the sewing machine operator's role in garment production.				
26. Use industrial sewing terminology correctly.				

TASKS	DAILY	OCCASION- ALLY	DOES NOT APPLY	COMMENTS
27. Observe safety regulations for industrial sewing.				
28. Observe standardized methods for a particular operation in an industrial sewing room.				
29. Maintain acceptable standards and tolerances for industrial sewing operations.				
30. Use bundle or job ticket and shade markings in industrial sewing room.				
31. Figure earnings of a sewing machine operator.				

COURSE UNIT OUTLINE FOR HOME ECONOMICS CAREERS
IN CLOTHING PRODUCTION AND SERVICES

COURSE UNIT I

WHAT IS A CLOTHING ASSISTANT?

- OBJECTIVES: Describe tasks and competencies involved in working as a clothing assistant.
- Identify opportunities for advancement in the clothing field.
- Analyze self in terms of personal qualities related to success as a clothing assistant.

TASKS

1. Perform duties assigned to a clothing assistant.

WORK EXPERIENCES

Relate career opportunities to own personal qualities and to the type of clothing-related employment.

STUDY ASSIGNMENTS

Job opportunities in the clothing field

Tasks assumed by employees in the garment industry

Personal qualities and abilities needed by a successful clothing assistant

Pay and working conditions in clothing-related jobs

Opportunities for advancement in the clothing field

COURSE UNIT II

PERSONALITIES OF FABRICS

OBJECTIVES: Describe characteristics of various fabrics.

Select construction and pressing techniques in terms of fiber content and characteristics of fabric.

TASKS

2. Recognize characteristics of various fabrics.
3. Use appropriate construction and pressing techniques with various fabrics.

WORK EXPERIENCES

- Identify characteristics of fabrics and garments.
- Select techniques appropriate to the fabric used for constructing, altering, and repairing garments.

STUDY ASSIGNMENTS

- Characteristics of different fibers and fabrics
- Influence of textile labeling, standards, and legislation on fabrics
- Construction techniques to use with various fabrics
- Procedures for pressing various fabrics

UNIT III

SEWING TOOLS AND EQUIPMENT

OBJECTIVES: Select the appropriate tools and equipment for a particular task in clothing construction, alteration, or repair.

Describe safety measures to observe in the use of sewing equipment.

TASKS

4. Select appropriate tools and equipment for each task.

5. Use equipment efficiently and safely.

6. Care for sewing equipment.

WORK EXPERIENCES

Select and use appropriate tools and equipment for sewing.

Use sewing machine attachments.

Use various pieces of sewing equipment efficiently.

Observe safety practices when using sewing tools and equipment.

Operate sewing equipment.

Maintain sewing tools and equipment in optimum working condition.

STUDY ASSIGNMENTS

The appropriate sewing tool or equipment to select for a particular task

The importance of selecting the most efficient tool or equipment for the job to be performed

Selection of sewing tools and equipment in relation to fabric and construction techniques

Domestic and industrial sewing machines

Sewing machine attachments

Care required by specific types of equipment

Work habits which contribute to efficient use of sewing equipment

Importance of using safety precautions

Operation of sewing machine

Sewing machine stitches

Importance of proper maintenance of equipment for efficiency

COURSE UNIT IV

SEWING MACHINES

- OBJECTIVES:**
- Recognize various types of sewing machines.
 - Identify parts of sewing machines.
 - Recognize stitches made by various sewing machines.
 - Operate various sewing machine attachments for specific tasks.
 - Identify safety precautions in the use of sewing machines.
 - Describe care required by sewing machines for efficient operation.

TASKS

WORK EXPERIENCES

STUDY ASSIGNMENTS

4. Select appropriate tools and equipment for each task.

Select and use the appropriate sewing machine for each sewing task.

Types and uses of domestic and industrial sewing machines

Parts of domestic and industrial sewing machines

Attachments for sewing machines and their uses

5. Use equipment efficiently and safely.

Recognize and use the appropriate sewing machine attachments.

Operation of domestic and industrial sewing machines

Stitches made by various sewing machines

6. Care for sewing equipment.

Operate a sewing machine with speed and efficiency.

Perform care and maintenance tasks on sewing machines as needed.

Care required by sewing machines

Common sewing problems and their causes

Conditions requiring aid of supervisor or mechanic

COURSE UNIT V

STITCHING TECHNIQUES

- OBJECTIVES:**
- Recognize good machine stitching.
 - Describe techniques for machine control.
 - Select appropriate machine stitches for specific tasks.
 - Describe procedure for ripping machine stitching.
 - Select and make appropriate hand stitches for specific tasks.

TASKS

7. Use correct hand and machine stitching techniques.

WORK EXPERIENCES

Select and use appropriate machine stitching techniques.

Rip stitching without damaging fabric.

Select and make appropriate hand stitches.

STUDY ASSIGNMENTS

Qualities of good machine stitching

Techniques for machine control

Types and uses of machine stitches

Procedures for ripping machine stitches

Basic temporary and permanent hand stitches

Selection of appropriate hand stitches

COURSE UNIT VI

PRESSING TECHNIQUES

- OBJECTIVES:** Apply correct procedures for pressing various fabrics and construction details.
- Recognize the relationship between pressing and the appearance of the garment.

TASKS

WORK EXPERIENCES

STUDY ASSIGNMENTS

8. Use appropriate pressing equipment and techniques.

Determine and use techniques of pressing suitable for fabric.

Characteristics of fabric that influence pressing procedures and temperature control

9. Press construction details during construction or alteration of garments.

Use correct techniques when pressing each construction process.

Importance of testing samples (seams) before pressing garment

Kinds of pressing

Pressing techniques for various construction details

Importance of pressing during construction

Press to shape or mold garment parts.

Pressing techniques which contribute to quality work

Role of pressing to shape or mold garment parts in fit of garment

10. Press finished garment.

Use desirable sequence in final pressing.

Importance of sequence in pressing of garment

Press with grainline.

Importance of pressing with grainline in determining appearance of garment

Press to mold garment.

COURSE UNIT VII

CLOTHING REPAIRS

OBJECTIVES: Identify and use methods which will result in professional-looking clothing repairs.

Appreciate value and importance of quality work.

TASKS

11. Repair garments using appropriate sewing techniques.

WORK EXPERIENCES

Use appropriate sewing techniques to repair garments.

STUDY ASSIGNMENTS

Procedures for making professional-looking clothing repairs.

COURSE UNIT VIII

FITTING PROCEDURES

- OBJECTIVES:** Examine garment and analyze fitting problems.
- Identify procedures for making desired alterations on garment for proper fit.
- Appreciate importance of a well-fitted garment.

TASKS

12. Make and interpret alteration markings on tags and garments.
13. Examine garment on customer to analyze fitting problems.

WORK EXPERIENCES

Use appropriate alteration markings on tags and garments.

Analyze fitting problems of customer.

Note figure proportions of customer that create fitting problems.

Offer suggestions to customer for desirable alterations when requested.

Fit garment to satisfaction of customer.

Maintain grainline in fitting.

Mark or pin garment indicating desired alterations.

STUDY ASSIGNMENTS

Alteration markings for various alterations

Characteristics of a well-fitted garment

Garment sizing

Tools needed for fitting garments

Methods of adjusting garment on customer

Measuring techniques

Principles of fit

Causes of fitting problems in terms of figure proportions and posture

Types of alterations that eliminate common fitting problems

COURSE UNIT IX

WOMEN'S CLOTHING ALTERATIONS

OBJECTIVES: Identify and use methods which will result in professional-looking alterations.
Appreciate value and importance of quality work.

TASKS

15. Make alterations using appropriate construction techniques.

WORK EXPERIENCES

Select construction techniques appropriate for making each type alteration.
Produce high-quality work.

STUDY ASSIGNMENTS

Relation of appropriate construction techniques to fabric and style
Standards and techniques for professional-looking alterations

COURSE UNIT X

MEN'S CLOTHING ALTERATIONS

OBJECTIVES: Identify and use methods which will result in professional-looking alterations.

Appreciate value and importance of quality work.

TASKS

15. Make alterations using appropriate construction techniques.

WORK EXPERIENCES

Select construction techniques appropriate for making each type alteration.

Produce high-quality work.

STUDY ASSIGNMENTS

Relation of appropriate construction techniques to fabric and style

Standards and techniques for professional-looking alterations

COURSE UNIT XI

BUSINESS ASPECTS

OBJECTIVES: Describe business procedures appropriate for a small business.

Organize a sewing room for safe, efficient operation.

TASKS

16. Observe appropriate business procedures for an alterations or custom clothing construction business.

17. Arrange sewing room for safe, efficient operation.

WORK EXPERIENCES

Follow appropriate business procedures for an alterations or custom clothing construction business.

Arrange efficient work center, placing equipment within easy reach when sewing, considering proper height of work surfaces.

STUDY ASSIGNMENTS

Advantages of owning own business

Licensing and tax laws

Business records

Customer files

Public relations

Time and energy management

Importance of developing good habits in use of sewing equipment

Work center as an important factor in speed of production, and in fatigue of worker

COURSE UNIT XII

CUSTOM CLOTHING CONSTRUCTION

- OBJECTIVES:** Relate customer's body measurements and figure type to pattern and fabric selection.
- Propose appropriate pattern alterations to ensure good fit.
- Describe procedures for fabric preparation, pattern layout, cutting, and marking.

TASKS

WORK EXPERIENCES

STUDY ASSIGNMENTS

18. Advise customers regarding pattern and fabric selection.

Assist customer in determining correct figure type and pattern size.

Factors to be considered in pattern selection

Taking body measurements

Determining figure type

Determining pattern size needed by customer

Relationship of elements and principles of design to fabric selection

Characteristics of good fit

Pattern alteration

Combining two patterns or two sizes

Growth and self-help features for children's clothing

19. Alter commercial patterns to achieve a custom-made look.

Determine and make appropriate pattern alterations.

TASKS	WORK EXPERIENCES	STUDY ASSIGNMENTS
20. Use appropriate techniques to prepare fabric for cutting.	Prepare fabric for cutting, using appropriate techniques.	Importance of grain in clothing construction Procedures for making various fabrics thread-perfect and grain-perfect Reasons and procedures for preshrinking Symbols used on pattern pieces Pattern layout Guidelines for cutting a garment Fabrics requiring special layouts Marking techniques for various fabrics
21. Lay out pattern pieces for garment view desired.	Plan pattern layout.	Terms related to the unit method of construction Unit method of construction Advantages of unit method in custom sewing Fitting in the unit method of construction Standards of good fit
22. Cut and mark pattern pieces accurately.	Use appropriate techniques to cut out garment. Select and use appropriate marking techniques for various fabrics.	Evaluation of finished garment.
23. Use appropriate and efficient methods of clothing construction.	Manage the construction of garments using appropriate techniques.	
24. Evaluate appearance of finished garment.	Evaluate appearance and construction of finished work.	

COURSE UNIT XIII

BASIC CONSTRUCTION TECHNIQUES

OBJECTIVES: Select appropriate techniques for various clothing construction tasks according to the style of garment and type of fabric.

Perform basic clothing construction tasks according to established standards.

TASKS

23. Use appropriate and efficient methods of clothing construction.

WORK EXPERIENCES

Perform basic clothing construction tasks using appropriate and efficient techniques.

STUDY ASSIGNMENTS

Shaping techniques

Seams and seam finishes

Facings, collars, and sleeves

Closings and fasteners

Hems

COURSE UNIT XIV
COUTURE TECHNIQUES

- OBJECTIVES: Select and apply appropriate interfacing, underlining, and lining fabrics.
- Choose appropriate trims to individualize garments.
- Apply tailoring techniques to the construction of professional-looking garments.

TASKS

23. Use appropriate and efficient methods of clothing construction.

WORK EXPERIENCES

Select and use appropriate couture techniques to produce garments with a custom look.

STUDY ASSIGNMENTS

Selecting and applying interfacing, underlining, and linings

Types and uses of trims to add individuality to garments

Tailoring techniques

COURSE UNIT XV
INDUSTRIAL SEWING

- OBJECTIVES: Point out the role of the sewing machine operator in apparel production.
- Describe safety regulations for industrial sewing.
- Relate the use of methods to production efficiency.
- Explain the role of quality control in garment production.
- Describe techniques used for production control.
- Compute the earnings of a sewing machine operator.

TASKS

WORK EXPERIENCES

STUDY ASSIGNMENTS

25. Recognize the sewing machine operator's role in garment production.
26. Use industrial sewing terminology correctly.
27. Observe safety regulations for industrial sewing.
28. Observe standardized methods for a particular operation in an industrial sewing room.

- Relate role of sewing machine operator to apparel production process.
- Use correct industrial sewing terms when working with supervisor and co-workers.
- Follow safety regulations of the apparel plant.
- Use designated method to perform sewing operation.

- Industrial apparel production
- Role of the sewing machine operator in apparel manufacturing
- Industrial sewing terminology
- Safety rules and regulations in industrial sewing
- Importance of a neat, clean work area
- Methods in apparel production
- Role of methods in production efficiency

TASKS

29. Maintain acceptable standards and tolerances for industrial sewing operations.
30. Use bundle or job ticket and shade markings in industrial sewing room.
31. Figure earnings of a sewing machine operator.

WORK EXPERIENCES

- Accept responsibility for maintaining quality in own sewing operation.
- Observe bundle or job ticket information and shade markings in performing sewing operation.
- Work to reach optimum production level in performing sewing operation.
- Figure own earnings.

STUDY ASSIGNMENTS

- Quality control
- Procedures for repairing defective garments
- Production control
- Ticket system
- Shade marking
- Incentives
- Time payment plan
- Piecework
- Procedures for figuring a sewing machine operator's earnings

WORK EXPERIENCES TO BE PROVIDED	RECORD OF WORK	OUTLINE OF STUDY ASSIGNMENTS	RECORD OF STUDIES
Training Plan for Home Economics Careers in Clothing Production and Services			
1. Related job opportunities to personal qualities and job		Job opportunities Tasks in garment industry Qualities and abilities needed Pay and working conditions Opportunities for advancement	I-1, 2
2. Identify characteristics of fabrics and garments		Characteristics of fibers and fabrics Textile labeling, standards, and legislation	II-1-5
3. Use techniques appropriate to fabric		Construction techniques and pressing procedures for various fabrics	II-1-5
4. Select and use appropriate sewing tools and equipment Use sewing machine attachments		Sewing tools and equipment for particular tasks and fabrics Domestic and industrial sewing machines Sewing machine attachments	III-1-4 IV-1-3, 5
5. Use equipment efficiently Use safety practices Operate sewing equipment		Good sewing habits Safety precautions Efficient use of equipment Operation of sewing machine Sewing machine stitches	III-1-5 IV-1, 4
6. Maintain tools and equipment		Importance of maintenance Care required by equipment Common sewing problems	III-1-5 IV-1, 6
7. Use appropriate machine stitching techniques Rip stitches Use appropriate hand stitches		Machine stitching Machine control Ripping machine stitches Hand stitches	V-1-2
8. Determine and use pressing techniques suitable for fabrics		Fabric characteristics influencing pressing Testing samples for pressing	VI-1-3
9. Use correct pressing techniques Press to shape garment parts		Kinds of pressing Pressing techniques Importance of construction pressing Pressing and quality work Role of pressing in garment fit	VI-2

WORK EXPERIENCES TO BE PROVIDED	RECORD OF WORK	OUTLINE OF STUDY ASSIGNMENTS	RECORD OF STUDIES
____10. Use desirable sequence in final pressing Press with grainline Press to mold garment		Importance of sequence Importance of pressing with grainline	VI-3
____11. Make garment repairs		Clothing repair procedures	VII-1-5
____12. Use alteration markings on tags and garments		Alteration markings	VIII-1
____13. Analyze fitting problems Note causes of fitting problems Suggest desirable alterations		Characteristics of well-fitted garment Garment sizing Fitting procedures Principles of fit Causes of fitting problems	VIII-2-6
____14. Fit garment satisfactorily Maintain grainline in fitting Mark or pin alterations		Types of alterations	VIII-2, 4-6
____15. Select techniques for alterations Produce high-quality work		Relation of construction techniques to fabric and style Standards and techniques for alterations	IX-1-4 X-1-6
____16. Follow appropriate business procedures		Business laws and records Public relations Time and energy management	XI-1, 3
____17. Arrange work center		Importance of good habits Work center as factor in speed and fatigue of worker	XI-2
____18. Assist customer in determining figure type and pattern size Suggest fabrics appropriate for pattern		Pattern selection Taking body measurements Determining figure types and pattern size Use of elements and principles of design in fabric selection	XII-1-2
____19. Make pattern alterations		Characteristics of good fit Combining patterns Pattern alteration Children's clothing features	XII-3

WORK EXPERIENCES TO BE PROVIDED	RECORD OF WORK	OUTLINE OF STUDY ASSIGNMENTS	RECORD OF STUDIES
____20. Prepare fabric for cutting		Importance of grain Making fabric thread- and grain-perfect Preshrinking	XII-4
____21. Plan pattern layout		Symbols on pattern pieces Pattern layout	XII-4
____22. Cut out garment Use appropriate marking techniques		Guidelines for cutting garment Special layouts Marking various fabrics	XII-4
____23. Construct garments using appropriate techniques		Terms in unit construction Unit method of construction Fitting in unit construction Standards of good fit Basic construction techniques Interfacing, underlining, lining Trims Tailoring techniques	XII-5 XIII-1-5 XIV-1-3
____24. Evaluate finished work		Garment evaluation	XII-5
____25. Relate role of sewing machine operator to apparel production		Apparel production Role of sewing machine operator	XV-1
____26. Use industrial sewing terms		Industrial sewing terminology	XV-2
____27. Follow safety regulations		Safety rules and regulations Importance of neat, clean work area	XV-3
____28. Use designated method to perform sewing operation		Methods in apparel production Role in production efficiency	XV-4
____29. Maintain quality in own sewing		Quality control Repair of defective garments	XV-5
____30. Observe bundle or job ticket information and shade markings		Production control Ticket system Shade marking	XV-6
____31. Work to reach optimum production level Figure own earnings		Incentives Time payment plan Piecework Figuring earnings	XV-6
_____		_____	
_____		_____	

09.0203

FOOD MANAGEMENT, PRODUCTION, AND SERVICES

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HOME ECONOMICS COOPERATIVE EDUCATION OCCUPATIONS
FOR FOOD MANAGEMENT, PRODUCTION, AND SERVICES

<i>USOE Code</i>	<i>Home Economics Area</i>	<i>DOT Code</i>	<i>DOT Occupational Title</i>	<i>Training Plan Master</i>
09.0203	Food Management, Production, and Services	187.167-106	Manager, Food Service	Home Economics Careers in Food Service
		199.251-010	Tester, Food Products	
		245.587-010	Diet Clerk	
		310.137-010	Host/Hostess, Restaurant	
		311.137-022	Waiter/Waitress, Head	
		311.477-014	Counter Attendant	
		311.477-026	Waiter/Waitress, Formal	
		311.477-030	Waiter/Waitress, Informal	
		311.677-014	Counter Attendant, Cafeteria	
		311.677-018	Dining Room Attendant	
		313.131-014	Chef	
		313.361-014	Cook	
		313.361-018	Cook Apprentice	
		313.361-022	Cook, Short Order I	
		313.361-026	Cook, Specialty	
		313.381-030	Cook, School Cafeteria	
		313.671-010	Cook, Short Order II	
		313.684-010	Baker Helper	
		317.687-010	Cook Helper	
		318.687-010	Kitchen Helper	
		319.137-010	Food Service Supervisor	
		319.467-010	Food Order Expediter	
		319.677-010	Caterer Helper	
		355.677-010	Dietary Aide	
		355.677-010	Food Service Worker, Hospital	
		524.381-010	Cake Decorator	
		526.381-010	Baker	
		526.381-014	Baker Apprentice	
		526.684-010	Doughnut Maker	
		297.354-010	Demonstrator*	Home Economics Careers in Demonstrating

* For job analysis, course unit outline, and training plan, see pp. 295-321.

JOB ANALYSIS FOR HOME ECONOMICS CAREERS IN FOOD SERVICE

(Used in interviews with food service managers and dietitians)

Name of Facility _____ Date _____

Person Interviewed _____ Interviewer _____

DIRECTIONS: Please check in the appropriate column the responsibilities you expect a student to assume when working in your facility.

A student preparing for home economics careers in food management, production, and services assumes numerous responsibilities in preparing and serving food in such situations as restaurants, catering, cafés, tearooms, cafeterias, franchise food establishments, hospitals, nursing homes, school cafeterias, children's homes, utility companies, private homes with supervision, and other food service facilities. Working under the supervision of experienced personnel, the student performs the following functions:

TASKS	DAILY	OCCASION- ALLY	DOES NOT APPLY	COMMENTS
1. Accept instruction and guidance from supervisory personnel in performing duties assigned to a food service employee.				
2. Help to evaluate own progress in meeting job responsibilities.				
3. Handle food, beverages, equipment, utensils, and table settings in ways to prevent contamination.				
4. Report signs of pests in the food service establishment.				
5. Wash and inspect glassware, flatware, and tableware for cleanliness, spotlessness, and damage.				
6. Wash utensils and cooking equipment.				
7. Clean and sanitize furniture, floors, and other surfaces in the kitchen and in the serving area.				
8. Follow federal, state, and local sanitation codes.				
9. Use precautions necessary to avoid accidents.				
10. Follow appropriate emergency procedures.				

TASKS	DAILY	OCCASION- ALLY	DOES NOT APPLY	COMMENTS
11. Use nutrition information in planning, preparing, and serving meals for persons of various ages.				
12. Display a sensitivity to the problems resulting from the infirmities of aging and illness that influence dietary service.				
13. Follow diet instructions when preparing food and filling plates and trays for general and modified diets.				
14. Select proper hand utensils for food preparation tasks.				
15. Measure and weigh foods according to specifications listed in standard recipes.				
16. Select and use correctly proper piece of equipment for tasks in food preparation, transportation, and service.				
17. Select and use correctly proper piece of equipment for cooking food.				
18. Read recipes, know terminology, and follow directions.				
19. Portion foods accurately during food preparation.				
20. Plan work schedule so foods are ready at serving time.				
21. Make beverages, such as coffee and tea, and place them in serving locations.				
22. Follow standard procedures for preparing a variety of foods.				
23. Evaluate the quality of foods prepared.				
24. Manage side stand efficiently.				
25. Assist in setting up tray assembly line or cafeteria counter.				
26. Arrange buffet table or soup and salad bar.				
27. Help arrange tables and decorations for large groups and special events.				

TASKS	DAILY	OCCASION- ALLY	DOES NOT APPLY	COMMENTS
28. Set and maintain tables as instructed.				
29. Welcome customers in an appropriate manner.				
30. Fill water glasses and distribute menus.				
31. Offer suggestions or answer questions about the menu.				
32. Write orders following prescribed methods.				
33. Place orders in kitchen.				
34. Pick up orders in kitchen.				
35. Verify orders by scanning filled plates and trays.				
36. Serve food and beverages in prescribed manner.				
37. Check the needs of the customers periodically and supply them with needed items.				
38. Clear items from tables as the customer is finished with them.				
39. Serve special occasion foods.				
40. Replenish serving station during serving hours.				
41. Fill condiment containers, arrange dishes and flatware in appropriate places.				
42. Remove soiled items from tables and stations.				
43. Carry loaded trays between kitchen and serving areas.				
44. Sort, count, and store utensils at designated places.				

TASKS	DAILY	OCCASION- ALLY	DOES NOT APPLY	CCMMMENTS
45. Itemize and total the price of each order.				
46. Present check to customer.				
47. Make change.				
48. Designate trays with name, room, or order number for delivery to patients, guests, or customers.				
49. Place food on a portable cart and on trays in such a way that foods remain at the correct temperature.				
50. Deliver loaded food carts and trays to patients, guests, and customers.				
51. Pick up food carts and empty trays from patients, guests, and customers.				
52. Pack dishes and utensils used in catering for transporting to and from catering establishment.				
53. Pack and transport food in appropriate containers at proper temperature.				
54. Follow standard procedures for receiving food and supplies.				
55. Requisition or issue food and supplies.				
56. Store food and supplies in appropriate facilities at proper temperatures.				
57. Assist with inventory of food and supplies.				
58. Assist in the management of the food service establishment.				

COURSE UNIT OUTLINE FOR HOME ECONOMICS CAREERS IN FOOD SERVICE

COURSE UNIT I

WHO ARE FOOD SERVICE EMPLOYEES?

- OBJECTIVES:
- List the tasks and competencies of a food service employee.
 - Identify opportunities for advancement in food service.
 - Apply policies and rules of conduct to a particular job.
 - Analyze self in terms of desirable personal characteristics needed by a food service employee.
 - Summarize the relationship between job success and interpersonal relationships.

TASKS

1. Accept instruction and guidance from supervisory personnel in performing duties assigned to a food service employee.

WORK EXPERIENCES

Relate job responsibilities to self and to the type of food service establishment.

STUDY ASSIGNMENTS

Job opportunities in food service

Tasks assumed by food service employees

Attitudes which lead to good interpersonal relationships (employer-employee, employee-employee, and customer-employee)

Personal qualities and characteristics needed by a successful food service employee

Business policies related to food service employees

Self-evaluation

Criteria for evaluating job performance

2. Help to evaluate own progress in meeting job responsibilities.

Evaluate own progress.

COURSE UNIT II

SANITATION

- OBJECTIVES:**
- Identify ways disease may be spread through careless handling of food and equipment.
 - Summarize the principles of sanitation which apply to the food service industry.
 - Recognize the necessity of appropriate housekeeping and maintenance practices.
 - Evaluate personal practices in relation to principles of sanitation.
 - Discriminate between cleaning and sanitizing and know when to use each.

TASKS

3. Handle food, beverages, equipment, utensils, and table settings in ways to prevent contamination.

4. Report signs of pests in the food service establishment.

WORK EXPERIENCES

Handle food, equipment, and supplies in a sanitary manner.

Watch for signs of pests. Report sightings of signs of pests or actual pests.

STUDY ASSIGNMENTS

Types of food-borne illnesses

Ways diseases and food-borne illnesses may be spread through careless handling of contaminated utensils, equipment, and food

Procedures to follow to prevent food-borne illnesses

Necessity for the evaluation of personal habits related to cleanliness and sanitation

Handling equipment and utensils

Cleaning vs. sanitizing

Pest control

TASKS

5. Wash and inspect glassware, flatware, and tableware for cleanliness, spotlessness, and damage.
6. Wash utensils and cooking equipment.
7. Clean and sanitize furniture, floors, and other surfaces in the kitchen and in the serving area.
8. Follow federal, state, and local sanitation codes.

WORK EXPERIENCES

- Wash glassware, flatware, and tableware using efficient, sanitary techniques, and appropriate materials and equipment.
- Inspect glassware, flatware, and tableware.
- Wash utensils and cooking equipment.
- Inspect dishes and utensils for cleanliness, spotlessness, and damage.
- Perform housekeeping tasks assigned in an efficient and sanitary manner.
- Select the correct materials for cleaning tables and chairs.
- Care for type of floor finish at place of employment.
- Observe sanitation codes.

STUDY ASSIGNMENTS

- Appropriate procedures for dishwashing
- Proper use and care of dishwashing equipment
- Appropriate procedures for washing utensils and cooking equipment
- Importance of maintaining all surfaces in a sanitary manner
- Procedures for cleaning and sanitizing surfaces and equipment
- Procedures for cleaning tables and chairs
- Methods to use for cleaning a variety of types of floor finishes and coverings
- Procedure to follow for mopping floors
- Federal, state, and local sanitary requirements for food service operation

COURSE UNIT III

SAFETY

OBJECTIVES: Recognize the principles of safety which relate to the handling and sorting of food, equipment, and utensils.
Evaluate self in terms of safety practices followed on the job.

TASKS

WORK EXPERIENCES

STUDY ASSIGNMENTS

9. Use precautions necessary to avoid accidents.

Recognize hazards that may cause accidents.

Conditions which may lead to accidents

Necessity of being alert to hazardous situations

Apply safety precautions to prevent accidents.

Precautions to follow in the food preparation area

Appropriate methods to use for lifting and carrying objects

10. Follow appropriate emergency procedures.

Apply first aid to minor injuries.

First aid for minor injuries

Use different kinds of fire extinguishers.

Types of fire extinguishers to use for different types of fires

COURSE UNIT IV

NUTRITION

- OBJECTIVES:**
- Relate nutritional information to various food service situations.
 - Describe influences on nutrition and eating habits.
 - Summarize the food value of specific foods.
 - Plan nutritious menus for specific situations.
 - Identify characteristics and needs that affect eating for the aged and/or sick.
 - Make simple diet modifications.

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TASKS

11. Use nutrition information in planning, preparing, and serving meals for persons of various ages.

WORK EXPERIENCES

Recognize factors which influence eating habits.

Use the Daily Food Guide in guiding food selection.

Answer questions about the nutritional value of foods served.

Recognize nutritional needs of persons of various ages.

Assist in planning nutritious menus.

STUDY ASSIGNMENTS

Food habits and customs

Food fads and fallacies

Daily Food Guide

Nutrients needed by the body

Nutritional needs at various ages

Factors to consider in menu planning

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TASKS

12. Display a sensitivity to the problems resulting from the infirmities of aging and illness that influence dietary service.

13. Follow diet instructions when preparing food and filling plates and trays for general and modified diets.

WORK EXPERIENCES

Exercise judgment in dealing with patients' dietary problems.

Read and follow instructions on a diet card when preparing food and filling trays.

STUDY ASSIGNMENTS

Human needs of sick and/or aging patients which require understanding and patience in providing adequate dietary services

Welfare of patient as primary concern of dietary staff

Relationship between psychological needs and reactions toward food

Diet terminology

Kinds of diets and diet supplements: soft, liquid, controlled calorie, restricted calorie, bland, low sodium, diabetic, and fat-restricted.

COURSE UNIT V

SMALL EQUIPMENT FOR FOOD PREPARATION AND SERVICE

- OBJECTIVES: Select the appropriate piece of equipment for a particular task.
- Describe safety measures to observe when using knives.

TASKS

14. Select proper hand utensils for food preparation tasks.
15. Measure and weigh foods according to specifications listed in standard recipes.

WORK EXPERIENCES

- Select and use appropriate utensils for food preparation.
- Use standard weights and measures in preparing foods.

STUDY ASSIGNMENTS

- Appropriate utensils for food preparation tasks
- Procedures to follow when measuring and weighing foods
- Functions of scales and balances and their use and care

COURSE UNIT VI

LARGE EQUIPMENT FOR FOOD PREPARATION AND SERVICE

OBJECTIVES: Recognize the kinds of functions of equipment used in commercial food service establishments.

Outline correct procedures for use of commercial kitchen equipment.

Select the appropriate piece of equipment for a particular task.

TASKS

16. Select and use correctly proper piece of equipment for tasks in food preparation, transportation, and service.

WORK EXPERIENCES

Use food service equipment correctly.

STUDY ASSIGNMENTS

Procedures for using commercial kitchen equipment

Factors related to the care of commercial kitchen equipment

Appropriate methods of handling equipment to avoid injury and damage

COURSE UNIT VII

LARGE EQUIPMENT FOR COOKING FOOD

- OBJECTIVES:**
- Recognize the kinds of functions of equipment used in commercial food service establishments.
 - Outline correct procedures for use of commercial kitchen equipment.
 - Select the appropriate piece of equipment for a particular task.

TASKS

17. Select and use correctly proper piece of equipment for cooking food.

WORK EXPERIENCES

- Use food service equipment correctly.

STUDY ASSIGNMENTS

Procedures for using commercial kitchen equipment

Factors related to the care of commercial kitchen equipment

Appropriate methods of handling equipment to avoid injury and damage

COURSE UNIT VIII

TECHNIQUES OF FOOD PREPARATION

OBJECTIVES: Interpret terms, abbreviations, equivalents, and substitutions used in recipes.

Plan work so as to meet scheduled deadlines.

Adapt techniques of work simplification to tasks performed on the job.

TASKS

18. Read recipes, know terminology, and follow directions.

19. Portion foods accurately during food preparation.

20. Plan work schedule so foods are ready at serving time.

WORK EXPERIENCES

Follow standard recipes accurately.

Prepare convenience foods following directions.

Portion foods during food preparation as directed.

Schedule work so foods are prepared by serving time.

STUDY ASSIGNMENTS

Importance of following standard procedures when using a recipe

Characteristics of standard recipes

Terminology, abbreviations, substitutions, and equivalents used in recipes

Importance of following directions when preparing convenience foods

Processes used to preserve convenience foods

Reasons for portioning foods

Methods used to portion foods

Purpose of work simplification

Work simplification techniques

Principles of motion economy which affect job performance

Work schedules

COURSE UNIT IX

COLD FOOD WORK STATION

OBJECTIVES: Describe procedures to be used in the preparation of quality cold foods.
Identify standards for quality cold food products.

TASKS

21. Make beverages, such as coffee and tea, and place them in serving locations.
22. Follow standard procedures for preparing a variety of foods.
23. Evaluate the quality of foods prepared.

WORK EXPERIENCES

- Prepare consistently beverages of high quality.
- Assemble ingredients and equipment for various processes of food preparation.
- Prepare cold foods following standardized procedures and recipes.
- Judge quality of a variety of foods by sight, odor, and taste.

STUDY ASSIGNMENTS

- Standard procedures for preparing beverages
- Ingredients used in various cold foods.
- Various processes of food preparation:
Salads
Sandwiches
- Correct temperature for preparing cold foods
- Care and storage of various cold foods
- Quality standards for raw and prepared foods
- Necessity for consistency in preparation of high-quality cold food products
- Ways to serve various cold foods
- Garnishes and garnishing

COURSE UNIT X

HOT FOOD WORK STATION

OBJECTIVES: Describe procedures to be used in the preparation of quality hot foods.
Identify standards for quality hot food products.

TASKS

22. Follow standard procedures for preparing a variety of foods.

23. Evaluate the quality of foods prepared.

WORK EXPERIENCES

Assemble ingredients and equipment for various processes of food preparation.

Prepare hot foods following standardized procedures and recipes.

Judge quality of a variety of foods by sight, odor, and taste.

STUDY ASSIGNMENTS

Ingredients used in various hot foods

Various processes of food preparation:

Eggs
Soups
Sauces
Vegetables
Cereals
Pastas
Meat, Poultry, Seafood

Correct temperatures for preparing hot foods

Care and storage of various hot foods

Quality standards for hot foods

Necessity for consistency in preparation of high-quality hot food products

Ways to serve various hot foods

COURSE UNIT XI

BAKE WORK STATION

- OBJECTIVES:** Describe procedures to be used in the preparation of quality baked foods.
- Identify standards for quality baked food products.

TASKS

22. Follow standard procedures for preparing a variety of foods.

WORK EXPERIENCES

- Assemble ingredients and equipment for various processes of food preparation.
- Prepare baked foods following standardized procedures and recipes.

STUDY ASSIGNMENTS

Ingredients used in various baked foods

Various procedures of food preparation:

Desserts
Cakes
Cookies
Pastries
Icings, Frostings, and Fillings
Quick Breads
Yeast Breads

Correct temperatures for preparing baked foods

Care and storage of various baked foods

Preparing icings of the consistency needed

Procedures for icing

Decorating tools and accessories

Coloring icing

Techniques for decorating:

Modeling
Piping
Lettering
Making run-outs

Prepare icing.

Decorate baked products.

TASKS

23. Evaluate the quality of foods prepared.

WORK EXPERIENCES

Judge quality of a variety of foods by sight, odor, and taste.

STUDY ASSIGNMENTS

Quality standards for baked foods

Necessity for consistency in preparation of high-quality baked products

Ways to serve various baked foods

COURSE UNIT XII

FOOD SERVICE TECHNIQUES

- OBJECTIVES:**
- Define the various types of service used in the food service industry.
 - Describe procedures for setting the table for the different types of service.
 - Practice techniques which make the person served feel welcome and comfortable.
 - Analyze techniques used in taking orders, serving food, and clearing tables.
 - Apply the techniques of work simplification to tray line assembly.
 - Recognize the necessity for alertness to customer needs.
 - Recognize the contribution bus service makes to the operation of the food service establishment.
 - Identify tasks involved in bus service.

TASKS

- 24. Manage side stand efficiently.
- 25. Assist in setting up tray assembly line or cafeteria counter.
- 26. Arrange buffet table or soup and salad bar.

WORK EXPERIENCES

- Perform opening, closing, and side work duties.
- Type menu folders.
- Set up assigned tray assembly line or cafeteria counter.
- Arrange assigned buffet table or soup and salad bar.

STUDY ASSIGNMENTS

- Opening and closing duties
- Side work duties
- Importance of following directions when typing menu folders
- Duties in setting up a tray assembly line or cafeteria counter
- Ways to display food in an attractive manner

TASKS

27. Help arrange tables and decorations for large groups and special events.
28. Set and maintain tables as instructed.
29. Welcome customers in an appropriate manner.
30. Fill water glasses and distribute menus.
31. Offer suggestions or answer questions about the menu.

WORK EXPERIENCES

- Set up rooms for special functions.
- Arrange tables in an efficient manner.
- Set tables in manner prescribed by employer.
- Make customers feel welcome in a friendly, pleasant manner.
- Maintain an appropriate appearance.
- Relate to customers in a friendly, pleasant manner.
- Greet customers and take orders accurately.
- Explain terms on menu.

STUDY ASSIGNMENTS

- Factors to consider in determining room arrangements
- Possible table arrangements for large groups and banquets
- American, French, Russian, English, and buffet types of service
- Terms related to table settings
- Methods of setting tables
- Importance of first impressions in the food service industry
- Appropriate appearance for service host or hostess
- Personality traits which contribute to success as a service host or hostess
- Techniques to use when seating guests
- Procedure to follow when greeting customers
- Techniques to use when serving children and handicapped guests
- Terms used on menus
- Importance of accurate and positive description of food items

TASKS	WORK EXPERIENCES	STUDY ASSIGNMENTS
32. Write orders following prescribed methods.	Follow directions for writing orders. Take telephone orders.	Methods for writing orders Telephone etiquette Necessity for taking orders accurately
33. Place orders in kitchen.	Place order in kitchen for efficient service.	Procedures for passing the order to the kitchen Timing orders
34. Pick up orders in kitchen.	Pick up orders in kitchen. Plate and garnish food.	Procedures for picking up orders Plating food Garnishing food Importance of good communication between dining room and kitchen personnel
35. Verify orders by scanning filled plates and trays.	Assemble patient trays according to diet card instructions. Check accuracy and portioning of filled plates and trays.	Importance of following instructions on diet cards Verifying orders
36. Serve food and beverages in prescribed manner.	Serve food and beverages according to method used at place of employment.	Techniques used in the serving of food at tables, booths, and counters Techniques of fountain service Order in which service is performed for different meals

TASKS

WORK EXPERIENCES

STUDY ASSIGNMENTS

135

37. Check the needs of the customers periodically and supply them with needed items.
38. Clear items from tables as the customer is finished with them.
39. Serve special occasion foods.
40. Replenish serving station during serving hours.
41. Fill condiment containers, arrange dishes and flatware in appropriate places.

Remain alert to customers' needs.

Remove dishes and food from table in prescribed manner.

Serve punch, hors d'oeuvres, cake, etc.

Handle tableware, glassware, flatware, utensils, ice, and condiments in a safe, efficient, and orderly manner.

Organize supplies and materials for efficient, sanitary use.

Use of a tray for serving food

Responsibilities involved in cafeteria service

Serving methods used in school lunch-rooms

Methods used in dining room service in nursing homes

Serving methods used by caterers

Responsibilities involved in fast food service

Importance of being alert to customers' needs as a contributing factor in the success of a business

Procedure to follow when removing food and dishes from table

Techniques for serving special occasion foods

Tasks involved in bus service

Importance of bus service to overall food service operation

Items needed at serving station

Ways to organize equipment and supplies used in bus service

TASKS

42. Remove soiled items from tables and stations.
43. Carry loaded trays between kitchen and serving areas.
44. Sort, count, and store utensils at designated places.
45. Itemize and total the price of each order.
46. Present check to customer.
47. Make change.

WORK EXPERIENCES

- Remove items from tables and serving stations efficiently and quietly.
- Load and handle trays and carts properly.
- Replenish utensils as directed.
- Total checks accurately and quickly.
- Present check to customer in an acceptable manner.
- Count change accurately.

STUDY ASSIGNMENTS

- Importance of quiet and efficient methods in the performance of busing tasks
- Efficient methods of loading and handling trays and carts
- Procedures for sorting and counting flatware
- Procedures for filling out checks
- Manner in which check should be presented to customer
- Procedures for counting change

COURSE UNIT XIII

FOOD TRANSPORTATION

OBJECTIVES: Summarize the importance of efficiency and accuracy in the distribution of food.

Describe procedures for transporting food and equipment.

TASKS	WORK EXPERIENCES	STUDY ASSIGNMENTS
48. Designate trays with name, room, or order number for delivery to patients, guests, or customers.	Follow directions and designate tray for each patient, guest, or customer.	Information to be included on tray cards, order slips, and orders
49. Place food on a portable cart and on trays in such a way that foods remain at the correct temperature.	Place food in cart efficiently in order to retain nutrients and quality.	Steps to follow in serving and maintaining foods at correct temperatures
50. Deliver loaded food carts and trays to patients, guests, or customers.	Deliver loaded food carts as directed.	Types of food distribution procedures (centralized versus decentralized)
		Functions of serving carts as an aid to efficient work methods
	Push cart to carry trays quietly using time and energy-saving techniques.	Efficient methods of loading and carrying trays
51. Pick up food carts and empty trays from patients, guests, and customers.	Remove food trays in a gracious, tactful manner.	Importance of tactful, quiet, and efficient methods in performing tasks
52. Pack dishes and utensils used in catering for transporting to and from catering establishment.	Prepare food and equipment for transporting.	Equipment used for transporting food and equipment
		Packing food, dishes, and utensils

TASKS

53. Pack and transport food in appropriate containers at proper temperature.

WORK EXPERIENCES

Use acceptable procedures for packing and transporting food at appropriate temperatures.

STUDY ASSIGNMENTS

Temperatures appropriate for transporting various foods

Inventorying food and equipment before transporting and leaving job

COURSE UNIT XIV

PROCEDURES FOR STOREROOM CONTROL

OBJECTIVES: Identify procedures used in compiling orders, receiving, and storing food and supplies.

Describe reasons food and supplies are issued to employees.

TASKS

WORK EXPERIENCES

STUDY ASSIGNMENTS

54. Follow standard procedures for receiving food and supplies.

Check in food and supplies ordered in an efficient and orderly manner.

Forms used for receiving food and supplies

Necessity for checking both quality and quantity of goods received

Procedures to follow when receiving food and supplies

Types of scales used for receiving goods

55. Requisition or issue food and supplies.

Requisition or issue food and supplies.

Forms used for requisitioning food and supplies

Importance of filling only authorized requisitions

56. Store food and supplies in appropriate facilities at proper temperatures.

Store food and supplies in appropriate facilities.

Principles of storing food and supplies

Care of storage facilities.

Temperatures appropriate for different types of storage

57. Assist with inventory of food and supplies.

Take inventory accurately.

Purposes of inventories

Procedures for taking inventories

COURSE UNIT XV

INTRODUCTION TO FOOD SERVICE MANAGEMENT

- OBJECTIVES:
- Determine the responsibilities of the food service manager.
 - Identify typical policies of food service establishments.
 - Cite factors to be considered in planning food service menus.
 - Summarize the elements of food purchasing.
 - Describe the manager's role in food service production.
 - Describe basic merchandising and public relations techniques used by food service establishments.
 - Identify records which must be kept in food service establishments.
 - Cite laws and regulations affecting the food service establishment.

TASKS

58. Assist in the management of the food service establishment.

WORK EXPERIENCES

Evaluate own abilities in terms of manager's responsibilities.

Identify laws and regulations affecting food service establishments.

STUDY ASSIGNMENTS

The manager's responsibilities:

- Policies
- Menu
- Purchasing
 - Ordering
 - Receiving
 - Storing
 - Inventorying
- Production
 - Staffing
 - Scheduling
 - Controlling costs
 - Controlling quality
- Merchandising and public relations
- Accounting and recordkeeping
- Laws and regulations

WORK EXPERIENCES TO BE PROVIDED	RECORD OF WORK	OUTLINE OF STUDY ASSIGNMENTS	RECORD OF STUDIES
Training Plan for Home Economics Careers in Food Service			
_____ 1. Relate job responsibilities to self and type establishment		Job opportunities in food service Food service employees' tasks Qualities and characteristics needed Business policies	I-1-2
_____ 2. Evaluate own progress		Self-evaluation Criteria for evaluating job performance	I-3
_____ 3. Handle food, equipment, and supplies in a sanitary manner		Food-borne illnesses Evaluation of personal habits Handling equipment and utensils Cleaning versus sanitizing	II-1-2
_____ 4. Watch for and report signs of pests		Pest control	II-3
_____ 5. Wash glassware, flatware, and tableware Inspect glassware, flatware, and tableware		Use and care of dishwashing equipment Procedures for dishwashing	II-4
_____ 6. Wash utensils and cooking equipment Inspect utensils and cooking equipment		Procedures for washing utensils and cooking equipment	II-4
_____ 7. Perform housekeeping tasks in efficient and sanitary manner Clean tables and chairs Care for floors		Importance of sanitary surfaces Cleaning and sanitizing surfaces and equipment Cleaning tables and chairs Methods for floor care Procedures for mopping	II-5
_____ 8. Observe sanitation codes		Federal and state sanitation codes	II-6
_____ 9. Detect hazards Apply safety precautions		Conditions leading to accidents Alertness to hazards Precautions in food preparation area Lifting and carrying objects	III-1
_____ 10. Apply first aid to minor injuries Use fire extinguishers		First aid for minor injuries Types of fire extinguishers to use for different types of fires	III-2

WORK EXPERIENCES TO BE PROVIDED	RECORD WORK	OUTLINE OF STUDY ASSIGNMENTS	RECORD OF STUDIES
____ 11. Recognize factors influencing eating habits Use the Daily Food Guide in guiding food selection Answer questions on nutritional value of foods Recognize nutritional needs Help plan nutritious meals		Food habits and customs Food fads and fallacies Daily Food Guide Nutrients needed by body Nutritional needs at various ages Menu planning	IV-1-5
____ 12. Use judgment in dealing with patients' dietary problems		Human needs of sick or aging Welfare of patient Psychological needs and reactions to food	IV-6
____ 13. Read and follow diet card when filling trays		Diet terminology Kinds of diets and diet supplements	IV-7
____ 14. Select and use appropriate utensils		Selecting appropriate utensils	V-1-4
____ 15. Use standard weights and measures		Measuring and weighing food Use and care of scales and balances	V-5
____ 16. Use food service equipment correctly for food preparation, transportation, and service		Safe use and care of food service equipment for food preparation, transportation, and service	V-6 VI-1-6
____ 17. Use food service equipment correctly for cooking food		Safe use and care of food service equipment for cooking food	VII-1-4
____ 18. Follow standard recipes accurately Prepare convenience foods following directions		Standard recipes and procedures Terminology, abbreviations, substitutions, and equivalents Convenience foods	VIII-1-3
____ 19. Portion foods as directed during food preparation		Portioning foods	VIII-4
____ 20. Schedule work so foods are prepared by serving time		Work simplification Motion economy Work schedules	VIII-5
____ 21. Prepare beverages of high quality		Procedures for preparing beverages	IX-1

WORK EXPERIENCES TO BE PROVIDED	RECORD OF WORK	OUTLINE OF STUDY ASSIGNMENTS	RECORD OF STUDIES
____ 22. Follow standard procedures and recipes		Various processes of food preparation Correct temperatures for preparing foods Care and storage of foods	IX-1-4 X-1-5 XI-1-4
____ 23. Judge quality of foods by sight, odor, and taste		Quality standards for raw and prepared foods Need for consistent quality Ways to serve various foods Garnishes and garnishing	IX-1-4 X-1-5 XI-1-4
____ 24. Perform opening, closing, and sidework duties Type menu folders		Opening and closing duties Side work duties Typing menu folders	XII-1
____ 25. Set up assigned tray assembly line or cafeteria counter		Duties in setting up a tray assembly line or cafeteria counter	XII-1
____ 26. Arrange assigned buffet table or soup and salad bar		Ways to display food in an attractive manner	XII-1
____ 27. Set up rooms for special functions Arrange tables in an efficient manner		Planning room arrangements Table arrangements	XII-2
____ 28. Set tables in manner prescribed by employer		Types of service Terms related to table settings Methods of setting tables	XII-3
____ 29. Make customers feel welcome Maintain appropriate appearance Relate well to customers		Importance of first impressions Appropriate appearance for host or hostess Personality traits for host or hostess Techniques for seating guests	XII-4
____ 30. Greet customers and take orders		Procedures for greeting customers Serving children and handicapped guests	XII-5
____ 31. Explain terms on menu		Terms used on menus Describing food items	XII-5
____ 32. Write orders Take telephone orders		Writing and placing orders Telephone etiquette Importance of accuracy	XII-5

WORK EXPERIENCES TO BE PROVIDED	RECORD OF WORK	OUTLINE OF STUDY ASSIGNMENTS	RECORD OF STUDIES
____33. Place order in kitchen		Procedures for passing the order Timing orders	XII-5
____34. Pick up orders in kitchen Plate and garnish food Assemble patient trays		Procedures for picking up orders Plating food Garnishing food Importance of good communication Diet card instructions	XII-5
____35. Check accuracy and portioning of filled plates and trays		Verifying orders	XII-5
____36. Serve food and beverages according to method used at place of employment		Techniques for serving food Fountain service Order of service for different meals Cafeteria service School lunch service Nursing home food service Serving methods used by caterers Fast food service	XII-6
____37. Remain alert to customers' needs		Importance of being alert to customers' needs	XII-6
____38. Remove dishes and food from table		Removing food and dishes	XII-6
____39. Serve special occasion foods		Serving special occasion foods	XII-7
____40. Handle tableware, utensils, and food safely, efficiently, and orderly		Bus service	XII-8
____41. Organize supplies and materials		Items needed at serving station Organizing equipment and supplies	XII-8
____42. Remove items from tables and serving station		Importance of quiet and efficient methods in performing tasks	XII-8
____43. Load and handle trays and carts properly		Loading and handling trays and carts	XII-8
____44. Replenish utensils as directed		Sorting and counting flatware	XII-8
____45. Total checks accurately and quickly		Procedures for filling out checks	XII-9

WORK EXPERIENCES TO BE PROVIDED	RECORD OF WORK	OUTLINE OF STUDY ASSIGNMENTS	RECORD OF STUDIES
____46. Present check to customer		Presenting check to customer	XII-9
____47. Count change accurately		Procedures for counting change	XII-9
____48. Designate tray for each patient, guest, or customer		Information for tray cards, order slips, and orders	XIII-1
____49. Place food on cart		Serving food at correct temperatures	XIII-1
____50. Push carts or carry trays		Loading and carrying trays	XIII-2
____51. Deliver and remove trays		Methods of tray service	XIII-2
____52. Prepare food and equipment for transporting		Equipment for transporting food and equipment Packing food, dishes, and utensils	XIII-3
____53. Use acceptable procedures for packing and transporting food in appropriate temperatures		Temperatures for transporting various foods Inventorying food and equipment	XIII-3
____54. Check in food and supplies		Receiving food and supplies Scales used for receiving goods	XIV-1
____55. Requisition or issue food and supplies		Requisition forms Requisitioning procedures	XIV-1
____56. Store food in appropriate facilities Care for storage facilities		Principles of storing food and supplies Temperatures for different types of storage	XIV-2
____57. Take inventory accurately		Purposes and procedures for taking inventory	XIV-2
____58. Evaluate own managerial abilities		The manager's responsibilities: Policies Menu Merchandising and Public Relations Accounting and Recordkeeping Production Purchasing	XV-1-6
Identify laws and regulations affecting food service		Laws and regulations	
_____		_____	
_____		_____	

09.0204

HOME FURNISHINGS, EQUIPMENT, AND SUPPLIES

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HOME ECONOMICS COOPERATIVE EDUCATION OCCUPATIONS
IN HOME FURNISHINGS, EQUIPMENT, AND SUPPLIES

<i>USOE Code</i>	<i>Home Economics Area</i>	<i>DOT Code</i>	<i>DOT Occupational Title</i>	<i>Training Plan Master</i>
09.0204	Home Furnishings, Equipment, and Supplies	142.051-014	Interior Designer Aide	Home Economics Careers in Home Furnishings
		229.687-010	Sample Checker	
		270.357-030	Home Furnishings Aide	
		299.357-018	Wedding Consultant	
		299.364-010	Drapery and Upholstery Measurer	
		299.387-010	Drapery and Upholstery Estimator	
		780.682-014	Slip-Cover Sewer	
		781.684-030	Drapery-Head Former	
		781.684-034	Lay-out Machine Operator	
		787.682-018	Drapery Operator	
		787.682-026	Hemmer	
		787.682-034	Overedge Sewer	
		787.682-066	Sewing-Machine Operator (Home Furnishings)	
		787.685-026	Pleater	
		142.081-010	Floral Designer	Home Economics Careers in Floristry
		297.354-010	Demonstrator*	Home Economics Careers in Demonstrating
		297.357-010	Demonstrator, Electric/Gas Appliances*	

* For job analysis, course unit outline, and training plan, see pp. 295-321.

JOB ANALYSIS FOR HOME ECONOMICS CAREERS IN HOME FURNISHINGS

(Used in interviews with managers, owners, and employees of drapery workrooms,
interior design studios, department stores, and wall and floor covering stores)

Name of Business _____ Date _____

Person Interviewed _____ Interviewer _____

DIRECTIONS: Please check in the appropriate column the responsibilities you expect a student to assume when working in your business.

A student preparing for home economics careers in home furnishings assumes numerous responsibilities in home decorating and the construction of draperies and/or accessories for the home in such situations as a furniture store, furniture department, drapery shop, interior design shop, or specialty shop. Working under the supervision of experienced personnel, the student performs the following functions:

TASKS	DAILY	OCCASION- ALLY	DOES NOT APPLY	COMMENTS
1. Help to evaluate own progress in meeting responsibilities of the business.				
2. Familiarize self with policies, procedures, and ethics of business operation.				
3. Work cooperatively with co-workers and accept instruction and guidance from employer.				
4. Welcome customers in an appropriate manner.				
5. Answer telephone correctly.				
6. Organize and file sample catalogs.				
7. Assist in organizing merchandise in preparation for taking inventory.				
8. Apply elements and principles of design to tasks assigned a home furnishings aide.				
9. Assist in creating store and window arrangements using the elements and principles of design.				
10. Accompany interior designer on visits to clients' homes.				

TASKS	DAILY	OCCASION- ALLY	DOES NOT APPLY	COMMENTS
11. Prepare draft for a simple room layout and furniture arrangement.				
12. Assist in taking accurate measurements for draperies or curtains.				
13. Assist in unpacking and moving furniture.				
14. Prepare a collage showing selections for a decorating scheme.				
15. Straighten floor and wall covering samples.				
16. Coordinate arrangements of floor and wall covering samples, fabrics, and accessories.				
17. Assist in measuring and estimating amount of floor or wall covering needed.				
18. Assist in planning and moving furniture for store arrangements and displays.				
19. Assist in selecting window treatments for displays.				
20. Use accessories effectively in store and window arrangements.				
21. Use table appointments effectively in store and window arrangements.				
22. Keep accurate records of bridal selections.				
23. Recognize characteristics of various fabrics.				
24. Use appropriate construction and pressing techniques with various fabrics.				
25. Select appropriate tools and equipment for sewing and pressing.				
26. Use sewing and pressing equipment efficiently and safely.				
27. Care for sewing and pressing equipment.				

TASKS	DAILY	OCCASION- ALLY	DOES NOT APPLY	COMMENTS
28. Use correct hand and machine stitching techniques.				
29. Use appropriate pressing equipment and techniques.				
30. Select appropriate equipment for constructing and installing window treatments.				
31. Follow work order for constructing and installing window treatments.				
32. Measure and cut curtain and drapery fabric.				
33. Construct window treatments using appropriate techniques.				
34. Assist in installation of window treatments.				
35. Construct pillows, cushions, and bolsters.				
36. Construct bedspreads, coverlets, and pillow shams.				
37. Perform simple upholstery tasks.				
38. Construct slipcovers.				
39. Assist in care and maintenance of workroom and/or a store.				
40. Assist in repairing minor damage to furniture.				
41. Observe safety precautions to prevent accidents in use of equipment and supplies.				

COURSE UNIT OUTLINE FOR HOME ECONOMICS CAREERS IN HOME FURNISHINGS

COURSE UNIT I

WHAT IS A HOME FURNISHINGS AIDE?

OBJECTIVES: Describe tasks and competencies expected of employees in different areas of home furnishings services.

Recognize personal characteristics which contribute to success as a home furnishings employee.

TASKS

1. Help to evaluate own progress in meeting responsibilities of the business.

WORK EXPERIENCES

Relate job responsibilities to personal qualities and to the type of home furnishings establishment.

STUDY ASSIGNMENTS

Job opportunities in the home furnishings field

Tasks assumed by employees in various types of home furnishings services

Opportunities for advancement in the home furnishings field

Training required for various home furnishings careers

COURSE UNIT II
BUSINESS ASPECTS

- OBJECTIVES: Identify policies and procedures which relate to a position in home furnishings.
- Relate interpersonal relationships to job success.
- Observe proper procedures when performing the tasks assigned to a home furnishings employee.

TASKS

2. Familiarize self with policies, procedures, and ethics of business operation.
3. Work cooperatively with co-workers and accept instruction and guidance from employer.
4. Welcome customers in an appropriate manner.
5. Answer telephone correctly.

WORK EXPERIENCES

- Accept and follow policies of the business firm.
- Accept directions and instructions from persons in authority.
- Follow appropriate procedures for welcoming customers.
- Answer telephone following prescribed procedure.

STUDY ASSIGNMENTS

- Typical policies and procedures of the home furnishings business
- Importance of following policies and procedures in a particular business operation
- Need for flexibility in performance of duties as home furnishings employee
- Attitudes which contribute to effective employer-employee, employee-employee, employee-customer relationships
- Importance of willingness to accept and carry out assigned tasks
- Showroom etiquette
- Greeting the public
- Telephone etiquette
- Necessity for accuracy in recording information resulting from telephone conversations

TASKS

6. Organize and file sample catalogs.

7. Assist in organizing merchandise in preparation for taking inventory.

WORK EXPERIENCES

Perform clerical duties assigned to a home furnishings employee.

File catalogs following prescribed method for various types.

Organize merchandise as required for inventory.

STUDY ASSIGNMENTS

Importance of neatness and accuracy in performing clerical duties

Types of catalogs used in interior decorator studios and department stores

Importance of keeping catalogs filed in an organized manner

Different methods used in filing catalogs

Procedures and need for taking inventories

Importance of accuracy in assisting with inventory procedures

COURSE UNIT III

ELEMENTS AND PRINCIPLES OF DESIGN

OBJECTIVES: Describe the elements and principles of design.

Relate the elements and principles of design to various home furnishings arrangements.

TASKS

8. Apply elements and principles of design to tasks assigned a home furnishings employee.

WORK EXPERIENCES

Apply the basic rules for using color, line, shape, space, and texture to all aspects of interior design.

Apply the basic rules for using proportion, balance, rhythm, emphasis, and harmony to all aspects of interior design.

Accept suggestions from supervisory personnel in applying elements and principles of design.

STUDY ASSIGNMENTS

Elements of design and their application

Principles of design and their application

Types of design—structural, decorative

Styles of design—naturalistic, stylistic, abstract

COURSE UNIT IV
DISPLAYING MERCHANDISE

OBJECTIVES: Apply the elements and principles of design to store and window arrangements of home furnishings.

 Describe aids for creating effective displays.

 Name types of store and window displays.

TASKS

9. Assist in creating store and window arrangements using elements and principles of design.

WORK EXPERIENCES

Utilize the elements and principles of design in creating effective displays in the store and store windows.

STUDY ASSIGNMENTS

Ways of grouping merchandise

Arrangement patterns for displays

Display fixtures

Effects of lighting

Maintenance of store and window displays

Trends in store window arrangements

Types of window display areas

Effective store arrangements

COURSE UNIT V

THE CLIENT'S HOME

OBJECTIVES: Recognize guidelines to follow when representing a business establishment in a client's home.

Draw floor plan to illustrate room layout and furniture arrangements.

Describe procedures for taking room and drapery measurements.

Explain how to unpack and handle furniture to prevent damage.

Relate elements and principles of design to interior design in the home.

TASKS

WORK EXPERIENCES

STUDY ASSIGNMENTS

10. Accompany interior designer on visit to clients' homes.

Establish rapport with others.

Importance of first impressions.

Leave a good impression with the client.

Role of a professional person in a client's home

11. Prepare draft for simple room layout and furniture arrangement.

Draw a furniture arrangement for a simple room layout.

Reasons for using scaled room layouts

Use of scaled furniture, graph paper, drawing pencils, and other supplies necessary in preparing a simple room layout

Symbols and scales used in floor plans

12. Assist in taking accurate measurements for draperies or curtains.

Measure windows for draperies.

Proper techniques for measuring specific kinds of windows for draperies

Procedure for calculating amount of fabric needed for various types of draperies

TASKS

13. Assist in unpacking and moving furniture.

14. Prepare a collage showing selections for a decorating scheme.

WORK EXPERIENCES

Follow appropriate procedures for unpacking and moving furniture.

Prepare a collage of selections for a decorating scheme.

STUDY ASSIGNMENTS

Procedures for unpacking furniture

Importance of inspecting furniture for damage as it is unpacked

Furniture handling techniques

Mounting wall accessories

Influence of family needs in planning a decor for room or home

Factors influencing choice of colors in decorating scheme

Purpose of a collage

Procedures for preparing a collage

COURSE UNIT VI

FLOOR COVERINGS

- OBJECTIVES: Describe procedures for organizing floor covering samples.
- Compute the amount of floor covering needed to cover a given area.
- Plan arrangements of floor and wall covering samples, fabrics, and accessories.

TASKS

15. Straighten floor and wall covering samples.
16. Coordinate arrangements of floor and wall covering samples, fabrics, and accessories.
17. Assist in measuring and estimating amount of floor or wall covering needed.

WORK EXPERIENCES

- Keep floor covering samples straightened.
- Select floor coverings suitable for a particular situation.
- Determine the amount of floor covering needed for a particular area.

STUDY ASSIGNMENTS

- Catalog system (Refer to Unit II)
- Importance of keeping samples in order
- Factors to consider when coordinating floor and wall covering samples, fabrics, and accessories
- Characteristics, advantages, and disadvantages of different types of floor coverings
- Care required by different floor coverings
- Estimating the number of square yards or square feet in an area
- Widths and sizes of standard floor coverings
- Estimating amount and cost of floor coverings needed in a given area

COURSE UNIT VII

WALL COVERINGS

- OBJECTIVES:**
- Describe procedures for organizing wall covering samples.
 - Compute the amount of wall covering needed to cover a given area.
 - Plan arrangements of floor and wall covering samples, fabrics, and accessories.

TASKS

WORK EXPERIENCES

STUDY ASSIGNMENTS

15. Straighten floor and wall covering samples.

Keep wall covering samples straightened.

Catalog system (Refer to Unit II)

Importance of keeping samples in order

16. Coordinate arrangements of floor and wall covering samples, fabrics, and accessories.

Select wall coverings suitable for a particular situation.

Factors to consider when coordinating floor and wall covering samples, fabrics, and accessories

Characteristics, advantages, and disadvantages of different types of wall coverings

17. Assist in measuring and estimating amount of floor or wall covering needed.

Determine the amount of wall covering needed for a particular area.

Estimating the wall area to be covered

Computing the amount of wall covering needed to cover a specific area

COURSE UNIT VIII

FURNITURE

- OBJECTIVES:**
- Plan effective arrangements of furniture for store and window displays.
 - Describe safety precautions to observe when moving furniture.
 - Identify furniture by class, period, and designer.
 - Analyze quality of specific pieces of furniture.

TASKS

18. Assist in planning and moving furniture for store arrangements and displays.

WORK EXPERIENCES

- Plan store furniture arrangements.
- Observe safety precautions while moving furniture.
- Recognize furniture of a given classification.
- Recognize quality of specific pieces of furniture.

STUDY ASSIGNMENTS

- Principles of furniture arrangement
- Safety hazards involved in moving furniture
- Care of furniture while moving from one arrangement to another
- Classes of furniture and their characteristics
- Variation of furniture classes
- Furniture periods and designers
- Terms related to furniture styles
- Judging furniture quality

COURSE UNIT IX
WINDOW TREATMENTS

OBJECTIVES: Identify various types of windows.

Name types of window treatments appropriate for specific types of windows.

TASKS

19. Assist in selecting window treatments for displays.

WORK EXPERIENCES

Identify types of windows and window treatments appropriate for each type.

STUDY ASSIGNMENTS

Types of windows

Parts of a window

Types of window treatments

Window treatments appropriate for specific types of windows

COURSE UNIT X

ACCESSORIES

OBJECTIVES: Identify the various types of accessory items.

Describe principles for selecting and arranging accessories in a room or a display.

TASKS

20. Use accessories effectively in store and window arrangements.

WORK EXPERIENCES

Plan store and window arrangements using accessory items.

STUDY ASSIGNMENTS

Selection and coordination of accessory items for a given room

Principles involved in effective wall groupings of accessories

Types and placement of lamps for various purposes

Selection and arrangement of live and permanent plants and containers

Selection and arrangement of small accessories

COURSE UNIT XI

CHINA DEPARTMENT

- OBJECTIVES: Identify various types of dinnerware, glassware, flatware, and hollowware found in the china department.
- Combine appropriate table linens and centerpieces with tableware.
- Describe procedures for keeping accurate records of bridal selections.

TASKS

WORK EXPERIENCES

STUDY ASSIGNMENTS

21. Use table appointments effectively in store and window arrangements.

Set up store and window arrangements using objects from the china department

Dinnerware, glassware, flatware, and hollowware

Table linens

Centerpieces

Apply the elements and principles of design to arrangements in the china department.

Principles involved in selection and coordination of dinnerware, glassware, flatware, hollowware, table linens, and centerpieces

22. Keep accurate records of bridal selections.

Arrange table settings based on bridal selections.

Information needed on bridal display cards

Importance of keeping customer files accurate and current

COURSE UNIT XII

TEXTILES FOR FABRICS

OBJECTIVES: Describe characteristics of various fabrics.

Select construction and pressing techniques in terms of fiber content and characteristics of fabric.

TASKS

WORK EXPERIENCES

STUDY ASSIGNMENTS

23. Recognize characteristics of various fabrics.

Identify characteristics of fabrics used in home furnishings.

Characteristics of different fibers and fabrics

Relate textile labeling, standards, and legislation to fabrics

24. Use appropriate construction and pressing techniques with various fabrics.

Select techniques appropriate to the fabric used for constructing home furnishings items.

Construction techniques to use with various fabrics

Procedures for pressing various fabrics

COURSE UNIT XIII

SEWING TOOLS AND EQUIPMENT

OBJECTIVES: Select the appropriate tools and equipment for a particular task in construction of home furnishings items.

Describe safety measures to observe in the use of sewing equipment.

TASKS

WORK EXPERIENCES

STUDY ASSIGNMENTS

25. Select appropriate tools and equipment for sewing and pressing.

Select and use appropriate tools and equipment for sewing.

The appropriate sewing tool or equipment to select for a particular task.

The importance of selecting the most efficient tool or equipment for the job to be performed.

Selection of sewing tools and equipment in relation to fabric and construction techniques

26. Use sewing and pressing equipment efficiently and safely.

Work habits which contribute to efficient use of sewing equipment

27. Care for sewing and pressing equipment.

Maintain sewing tools and equipment in optimum working condition.

Importance of proper maintenance of equipment for efficiency

Care required for specific types of equipment

COURSE UNIT XIV

SEWING MACHINES

- OBJECTIVES:**
- Recognize various types of sewing machines.
 - Identify parts of sewing machines.
 - Recognize stitches made by various sewing machines.
 - Operate various sewing machines efficiently and safely.
 - Select appropriate sewing machine attachments for specific tasks.
 - Identify safety precautions in the use of sewing machines.
 - Describe care required by sewing machines for efficient operation.

TASKS

26. Use sewing and pressing equipment efficiently and safely.
27. Care for sewing and pressing equipment.

WORK EXPERIENCES

- Select and use the appropriate sewing machine for each sewing task.
- Recognize and use appropriate sewing machine attachments.
- Operate a sewing machine with speed and efficiency.
- Perform care and maintenance tasks on sewing machines as needed.

STUDY ASSIGNMENTS

- Types and uses of domestic and industrial sewing machines
- Parts of domestic and industrial sewing machines
- Stitches made by various sewing machines
- Attachments for sewing machines and their uses
- Operation of domestic and industrial sewing machines
- Care required by sewing machines
- Common sewing problems and their causes
- Conditions requiring aid of supervisor or mechanic

COURSE UNIT XV

STITCHING AND PRESSING TECHNIQUES

- OBJECTIVES:**
- Recognize good machine stitching.
 - Describe techniques for machine control.
 - Select appropriate machine stitches for specific tasks.
 - Describe procedure for ripping machine stitching.
 - Select appropriate hand stitches for specific tasks.
 - Apply correct procedures for pressing various fabrics and construction details.
 - Recognize the relationship between pressing and the appearance of the item constructed.

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TASKS

28. Use correct hand and machine stitching techniques.

29. Use appropriate pressing equipment and techniques.

WORK EXPERIENCES

Select and use appropriate machine stitching techniques.

Rip stitching without damaging fabric.

Select and make appropriate hand stitches.

Determine and use techniques of pressing suitable for fabric.

STUDY ASSIGNMENTS

Qualities of good machine stitching

Techniques for machine control

Types and uses of machine stitches

Procedure for ripping machine stitches

Basic temporary and permanent hand stitches

Selection of appropriate hand stitches

Fabric characteristics that influence pressing procedures and temperature control

Importance of testing samples before pressing item

TASKS

WORK EXPERIENCES

Use correct technique when pressing each construction process.

STUDY ASSIGNMENTS

Kinds of pressing

Pressing techniques for various construction details

Importance of pressing during construction

Final pressing

COURSE UNIT XVI

CONSTRUCTION OF CURTAINS AND DRAPERIES

- OBJECTIVES:**
- Determine equipment needed for constructing and installing window treatments.
 - Interpret information found on work orders.
 - Apply procedures for measuring and cutting drapery fabric.
 - Describe procedures used in constructing and installing various types of curtains and draperies.

TASKS

WORK EXPERIENCES

STUDY ASSIGNMENTS

- | | | |
|---|--|---|
| 30. Select appropriate equipment for constructing and installing window treatments. | Organize supplies and materials for efficient use. | Types of tools and equipment used in drapery workrooms |
| 171 31. Follow work order for constructing and installing window treatments. | Read and interpret drapery work orders. | Terms used in drapery workrooms

Information found on a drapery work order |
| 32. Measure and cut curtain and drapery fabric. | Measure panel lengths.

Match designs if printed drapery fabrics are used.

Cut drapery panel lengths from bolt of fabric.

Cut drapery lengths into two lengths following lengthwise grain. | How to measure panel lengths from bolts of drapery fabric

Procedure for determining panel lengths to be cut when printed fabric is used

Matching printed fabric

Techniques for cutting various drapery fabrics

Reasons for splitting drapery lengths

Importance of cutting drapery lengths on the lengthwise grainline |

TASKS

33. Construct window treatments using appropriate techniques.
34. Assist in installation of window treatments.

WORK EXPERIENCES

Use appropriate techniques for constructing draperies.

Assemble drapery hardware for installation of different types of draperies.

Determine the best means of supporting draperies on various types of walls.

STUDY ASSIGNMENTS

Stitching drapery panels

Tabling draperies

Pleating draperies

Types of drapery hardware

Guides for selection and use of drapery hardware

Installation procedures recommended for various types of walls and drapery hardware

COURSE UNIT XVII

CONSTRUCTION OF WINDOW TREATMENTS

OBJECTIVES: Describe procedures for constructing various window treatments.

Explain how to install various window treatments.

TASKS

33. Construct window treatments using appropriate techniques.

34. Assist in installation of window treatments.

WORK EXPERIENCES

Use appropriate techniques for constructing various window treatments.

Assemble hardware for installation of different types of window treatments.

Determine the best means of supporting window treatments on various types of walls.

STUDY ASSIGNMENTS

Constructing café and shirred curtains

Constructing window shades

Constructing window headings

Selection and use of hardware for installing window treatments

Installation procedures recommended for various types of walls and hardware

COURSE UNIT XVIII

CONSTRUCTION OF MISCELLANEOUS FURNISHINGS

OBJECTIVES: Describe procedures for measuring, cutting, and assembling miscellaneous decorative furnishings.

Relate the elements and principles of design to planning and constructing miscellaneous decorative furnishings.

TASKS

WORK EXPERIENCES

STUDY ASSIGNMENTS

35. Construct pillows, cushions, and bolsters.

Construct various types of pillows and cushions following correct procedures.

Types of decorator pillows and cushions and their functions

Construction procedures for various types of pillows

Construct bolsters following appropriate procedures.

Construction procedures used in making bolsters

36. Construct bedspreads, coverlets, and pillow shams.

Interpret bedspreads and coverlet measurements from work order.

Types of bedspreads and coverlets

Steps in taking bedspread and coverlet measurements

Cut fabric for bedspread or coverlet construction following work order measurements.

Procedures involved in cutting and constructing bedspreads and coverlets

Construct bedspread or coverlet using proper procedures and sewing techniques.

37. Perform simple upholstery tasks.

Select suitable fabrics for different styles of furniture.

Fabrics suitable for use with different furniture styles

TASKS

38. Construct slipcovers.

WORK EXPERIENCES

Estimate yardage for upholstered furniture.

Cut upholstery fabrics accurately.

Stitch and apply upholstery fabric to furniture.

Estimate yardage needed for slipcover.

Cut and fit slipcover fabric accurately.

Construct well-fitting slipcovers using appropriate sewing techniques.

STUDY ASSIGNMENTS

Procedures for estimating yardage needed for upholstering a piece of furniture

Guidelines to follow when cutting upholstery fabric

Importance of placement of design when a patterned fabric is used

Procedures for stitching and applying upholstery fabric to furniture

Procedures for estimating yardage needed for slipcovers

Guidelines to follow when cutting and fitting slipcover fabric

Procedures for constructing slipcovers

COURSE UNIT XIX

CARE AND MAINTENANCE

- OBJECTIVES:** Use recommended procedures for cleaning and maintaining a workroom and/or a store.
- Recognize necessity of keeping supplies in order for easy accessibility and efficient job performance.
- Describe procedures for furniture care, stain removal, and repair of minor damage.
- Identify the principles of safety related to care and maintenance tasks.

TASKS

WORK EXPERIENCES

STUDY ASSIGNMENTS

39. Assist in care and maintenance of workroom and/or a store.

Select appropriate supplies for cleaning work tables, counters, furniture, equipment, and displays.

Importance of cleaning tasks and attitudes toward performing tasks

Selection of the appropriate supplies for each cleaning task

Keep supplies in order for easy accessibility.

Application of work simplification techniques to performance of cleaning tasks (management of time and energy)

Principles of motion economy

Clean different types of flooring using proper method of cleaning.

Appropriate methods for cleaning various types of floors

Care for different types of furniture using proper methods.

Procedures for dusting, waxing, polishing, and vacuuming furniture

40. Assist in repairing minor damage to furniture.

Remove stains using appropriate procedures.

Methods of stain removal and appropriate use for each method

TASKS

41. Observe safety precautions to prevent accidents in use of equipment and supplies.

WORK EXPERIENCES

Recognize hazards that may cause accidents in a business establishment.

STUDY ASSIGNMENTS

Safety practices necessary when using equipment and supplies

Importance of unobstructed passageways or aisles

Safety principles involved in moving furniture and arrangements

WORK EXPERIENCES TO BE PROVIDED	RECORD OF WORK	OUTLINE OF STUDY ASSIGNMENTS	RECORD OF STUDIES
Training Plan for Home Economics Careers in Home Furnishings			
_____ 1. Relate job responsibilities to personal qualities and types of establishments		Job opportunities Tasks in home furnishings services Opportunities for advancement Training required for home furnish- ings careers	I-1, 2
_____ 2. Accept and follow firm's policies		Typical policies and procedures Importance of following policies and procedures Flexibility in performing duties	II-1
_____ 3. Accept instructions from others		Attitudes contributing to effective relationships Importance of willingness to accept and carry out assigned tasks	II-2
_____ 4. Welcome customers		Showroom etiquette Greeting the public	II-3
_____ 5. Answer telephone properly		Telephone etiquette Recording information	II-3
_____ 6. Perform clerical duties File catalogs		Importance of neatness and accuracy Type of catalogs used Importance of methods of filing	II-4
_____ 7. Organize merchandise for inventory		Procedures and need for inventory Accuracy in inventory procedures	II-4
_____ 8. Apply elements and prin- ciples of design Accept suggestions of supervisor		Elements and principles of design and their application Types of design Styles of design	III-1-3
_____ 9. Create effective displays		Grouping merchandise Arrangement patterns Display of fixtures Effects of lighting Maintenance of displays Trends and types of arrangements	IV-1-2
_____ 10. Establish rapport with others Leave good impression with client		Importance of first impressions Role of professional person	V-1

WORK EXPERIENCES TO BE PROVIDED	RECORD OF WORK	OUTLINE OF STUDY ASSIGNMENTS	RECORD OF STUDIES
____11. Draw room layout		Reasons for using scaled room layouts Preparing simple room layout Symbols and scales used in floor plans	V-2
____12. Measure windows for draperies		Measuring specific kinds of windows for draperies Calculating fabric needed for draperies	V-3
____13. Unpack and move furniture		Unpacking furniture Inspecting for damage Furniture handling techniques Mounting wall accessories	V-4
____14. Prepare a collage of selections for decorating scheme		Planning a decor Choice of colors Purpose and preparation of a collage	V-5
____15. Keep samples straightened		Catalog system (see Unit II) Keeping samples in order	VI-1 VII-1
____16. Select floor and wall coverings for a particular situation		Coordination of floor and wall covering samples, fabrics, and accessories Types of floor and wall coverings and their care	VI-1 VII-1
____17. Determine amount of floor or wall covering needed		Estimating space Widths and sizes of standard floor and wall coverings Estimating amount and cost of floor and wall coverings	VI-2 VII-2
____18. Plan store furniture arrangements Move furniture safely Recognize furniture of given classification Recognize furniture quality		Principles of furniture arrangement Hazards in moving furniture Care of furniture while moving Classes of furniture Furniture periods and designers Terms related to furniture styles Judging furniture quality	VIII-1-3
____19. Identify types of windows and window treatments appropriate for each		Types of windows Parts of a window Types of window treatments and their uses	IX-1-2

WORK EXPERIENCES TO BE PROVIDED	RECORD OF WORK	OUTLINE OF STUDY ASSIGNMENTS	RECORD OF STUDIES
—20. Use accessories in store and window arrangements		Coordination of accessories Wall groupings Types and placement of lamps Use of plants Arrangement of small accessories	X-1-5
—21. Set up arrangements of objects from china department Apply elements and principles of design to arrangements in china department		Dinnerware, glassware, flatware, hollowware Table linens Centerpieces Coordination of tableware, linens, and centerpieces	XI-1-4
—22. Arrange table settings based on bridal selections		Information for bridal display cards Importance of accurate files	XI-5
—23. Identify fabric characteristics		Fabric characteristics Textile labeling, standards, and legislation	XII-1
—24. Select appropriate construction techniques for fabric		Construction techniques to use with various fabrics Procedures for pressing various fabrics	XII-1-3
—25. Select and use appropriate tools and equipment for sewing		Sewing tools and equipment for various fabrics and construction techniques	XIII-1-2 XIV-1-3, 5
—26. Use appropriate sewing machine Use appropriate machine attachments Operate machine with speed and efficiency		Work habits for efficient use of sewing equipment Types and uses of sewing machines Parts of sewing machines Stitches made by various sewing machines Sewing machine attachments Operate a sewing machine	XIII-3 XIV-1, 4
—27. Maintain sewing tools and equipment		Importance of maintenance Care for specific equipment Care for sewing machines Common sewing problems	XIII-3 XIV-6

WORK EXPERIENCES TO BE PROVIDED	RECORD OF WORK	OUTLINE OF STUDY ASSIGNMENTS	RECORD OF STUDIES
____28. Use appropriate machine stitching techniques Rip stitches Use appropriate hand stitches		Machine stitching Machine control Ripping machine stitches Hand stitches	XV-1-2
____29. Determine and use pressing techniques suitable for fabric Use correct pressing techniques		Fabric characteristics that influence pressing Test samples for pressing Kinds of pressing Pressing techniques Importance of pressing during construction Final pressing	XV-3-4
____30. Organize supplies and materials		Tools and equipment used in drapery workrooms	XVI-1
____31. Read and interpret drapery work orders		Drapery workroom terms Drapery work orders	XVI-2
____32. Measure panel lengths Match fabric designs Cut panel lengths Split drapery lengths		Measuring panel lengths Matching printed fabric Cutting techniques Reasons for splitting Importance of cutting on grain	XVI-3
____33. Construct draperies		Stitching drapery panels Tabling draperies Pleating draperies	XVI-4-6
Construct window treatments		Constructing café and shirred curtains, window shades, and window headings	XVII-1-3
____34. Assemble hardware for installing draperies and window treatments Determine means of supporting draperies and window treatments		Selection and use of hardware for draperies and window treatments Installing hardware on various types of walls	XVI-7 XVII-1-3
____35. Construct pillows and cushions Construct bolsters		Construction procedures for various types of pillows Procedures for making bolsters	XVIII-1

WORK EXPERIENCES TO BE PROVIDED	RECORD OF WORK	OUTLINE OF STUDY ASSIGNMENTS	RECORD OF STUDIES
____36. Interpret bedspread and coverlet measurements from work order Cut and construct bedspread or coverlet		Types of bedspreads and coverlets Measurements for bedspreads and coverlets Cutting and constructing bedspreads and coverlets	XVIII-2
____37. Select fabric for furniture style Estimate fabric needed Cut upholstery fabrics Stitch and apply upholstery fabric		Fabrics suitable for each style Fabric estimation Guidelines for cutting fabric Placement of design Upholstery procedures	XVIII-3
____38. Estimate yardage for slipcovers Cut and fit slipcovers Construct well-fitting slipcovers		Estimating yardage for slipcovers Guidelines for cutting and fitting slipcovers Procedures for constructing slipcovers	XVIII-3
____39. Select cleaning supplies Keep supplies in order Clean different types of flooring Care for furniture		Importance of cleaning tasks and attitudes toward them Appropriate supplies for cleaning tasks Work simplification Motion economy Methods for cleaning various types of floors Procedures for dusting, waxing, polishing, and vacuuming furniture	XIX-1-4
____40. Remove stains		Methods of stain removal	XIX-4
____41. Recognize hazards		Safety practices Importance of unobstructed passageways Moving furniture and arrangements safely	XIX-5
_____		_____	
_____		_____	
_____		_____	

JOB ANALYSIS FOR HOME ECONOMICS CAREERS IN FLORISTRY

(Used in interviews with managers, owners, and employees of florist shops)

Name of Business _____ Date _____

Person Interviewed _____ Interviewer _____

DIRECTIONS: Please check in the appropriate column the responsibilities you expect a student to assume when working in your business.

A student preparing for home economics careers in floristry assumes numerous responsibilities in care, preparation, and arrangement of flowers, foliage, and plants according to customers' specifications in situations such as florist shops and specialty shops. Working under the supervision of experienced personnel, the student performs the following functions:

TASKS	DAILY	OCCASION- ALLY	DOES NOT APPLY	COMMENTS
1. Help to evaluate own progress in meeting job responsibilities.				
2. Observe policies of the establishment concerning work schedules, absences, and other regulations.				
3. Accept instruction and guidance from supervisory personnel.				
4. Work as a member of the team, rotating job responsibilities as outlined by supervisory personnel.				
5. Assist other employees when necessary.				
6. Answer telephone, and perform clerical duties when necessary.				
7. Refer to local directories and newspapers to verify information.				
8. Work in an efficient manner.				
9. Become familiar with merchandise.				
10. Care for and prepare flowers, foliage, and plants.				

TASKS	DAILY	OCCASION- ALLY	DOES NOT APPLY	COMMENTS
11. Use various mechanical aids in arranging flowers.				
12. Design and fashion floral pieces and decorations using natural and artificial flowers and foliage.				
13. Advise individual regarding type of flowers, floral arrangements, and decorations desirable for specific occasions, utilizing knowledge of social and religious customs.				
14. Plan floral settings for special occasions.				
15. Arrange displays of flowers and decorative accessories in store and windows.				
16. Assist in keeping store clean and orderly.				

COURSE UNIT OUTLINE FOR HOME ECONOMICS CAREERS IN FLORISTRY

COURSE UNIT I

WHAT IS A FLORAL DESIGNER?

OBJECTIVES: Become aware of tasks and competencies involved in working as a floral designer.

Evaluate self in terms of personal qualities related to success as a floral designer.

TASKS

1. Help to evaluate own progress in meeting job responsibilities.

WORK EXPERIENCES

Relate job responsibilities to personal qualities and to the type of florist shop.

Evaluate self in terms of ability to meet job responsibilities.

STUDY ASSIGNMENTS

Job opportunities in the field of floristry

Tasks assumed by employees in florist shops

Personal qualities and abilities needed by a successful floral designer

Importance of self-evaluation

Criteria for successful performance of a job

Ways to use criteria to evaluate personal progress in meeting job requirements

COURSE UNIT II

FLORAL DESIGNER—MEMBER OF A TEAM

- OBJECTIVES:**
- Identify policies and procedures which relate to the position of floral designer.
 - Recognize the relationship between job success and interpersonal relationships.
 - Apply policies and rules of conduct to particular job.
 - Describe attitudes toward interpersonal relationships (employer-employee, employee-employee, customer-employee) which are conducive to job success.
 - Practice techniques which make the individual feel welcome and comfortable.
 - Apply principles of motion economy to tasks performed on the job.
 - Evaluate own work habits and plan for self-improvement.

TASKS

2. Observe policies of the establishment concerning work schedules, absences and other regulations.
3. Accept instruction and guidance from supervisory personnel.

WORK EXPERIENCES

- Accept and follow policies of the business firm.
- Accept and follow directions and instructions from persons in authority.

STUDY ASSIGNMENTS

- Typical policies and procedures of florist shops
- Importance of following policies and procedures in a particular business operation
- Need for flexibility in performance of duties as a floral designer
- Attitudes which contribute to effective employer-employee, employee-employee, and customer-employee relationships

TASKS

4. Work as a member of the team, rotating job responsibilities as outlined by supervisory personnel.
5. Assist other employees when necessary.
6. Answer telephone, and perform clerical duties when necessary.
7. Refer to local directories and newspapers to verify information.
8. Work in an efficient manner.

WORK EXPERIENCES

- Assist other employees.
- Answer telephone following prescribed procedure.
- Perform clerical duties assigned to a floral designer.
- Double-check details of orders.
- Perform tasks in an efficient manner.
- Maintain clean and orderly work surface.

STUDY ASSIGNMENTS

- Importance of willingness to accept and carry out various assigned tasks
- Necessity of working cooperatively with other employees
- Telephone etiquette
- Necessity for accuracy in recording information resulting from telephone conversations
- Importance of neatness and accuracy in performing clerical duties
- Reasons for double-checking details of orders
- Procedures for verifying information
- Efficient work methods suitable for a florist shop
- Importance of clean work surface

COURSE UNIT III

KNOWING THE MERCHANDISE

OBJECTIVES: Demonstrate familiarity with merchandise.

TASKS

9. Become familiar with merchandise.

WORK EXPERIENCES

Provide information about merchandise.

STUDY ASSIGNMENTS

Information about merchandise which may be of interest to individuals

Importance of keeping informed about floral developments

Ways to keep up with floral developments

COURSE UNIT IV

TYPES, CARE, AND TREATMENT OF FLOWERS, FOLIAGE, AND PLANTS

OBJECTIVES: Identify flowers, foliage, and plants frequently available in florist shops.

Demonstrate ability to care for and treat flowers, foliage, and plants.

TASKS

10. Care for and prepare flowers, foliage, and plants.

WORK EXPERIENCES

Recognize various types of flowers, foliage, and plants.

Use appropriate methods in care and handling of flowers, foliage, and plants.

STUDY ASSIGNMENTS

Types of flowers, foliage, and plants

Long-lasting flowers

Care and storage of flowers and foliage

Special treatment required by specific flowers

Stem preparation

Tinting flowers

Care of potted plants

COURSE UNIT V

MECHANICS OF ARRANGING

- OBJECTIVES:** Demonstrate uses for tools, supplies, and mechanical aids used in flower arranging.
- Determine appropriate containers, bases, stands, and accessories for flower arrangements.
- Describe procedures for wiring flowers.
- Describe ways to use ribbons, bows, and other materials in flower arrangements.

TASKS

11. Use various mechanical aids in arranging flowers.

WORK EXPERIENCES

Use tools and supplies in preparing floral arrangements.

Solve mechanical problems.

Choose appropriate containers, bases, stands, and accent objects.

Wire flowers.

Use appropriate ribbons, bows, and other accessory materials.

STUDY ASSIGNMENTS

Tools, supplies, and mechanical aids for floral arrangements

Solutions to mechanical problems

Selection and use of containers, bases, stands, and accent objects

Reasons for wiring

Sizes and uses of wire

Procedures for wiring

Use of ribbons, bows, paper, and other accessory materials

Reasons for using supplies conservatively

Making combination arrangements

Designing arrangements from dried plant materials and other lifeless forms

TASKS

WORK EXPERIENCES

STUDY ASSIGNMENTS

Arrange permanent flowers.

Use appropriate designs for corsages and bouquets.

Trim potted plants.

Arrange plants.

Arranging permanent flowers

Types of corsages and bouquets

Flowers used in corsages and bouquets

Designs used for corsages and bouquets

Making corsages and bouquets

Trimming potted plants

Principles of plant arrangement

Design shapes

Selection of plant material

Skills in plant arrangement

COURSE UNIT VI

FLOWER ARRANGEMENTS

OBJECTIVES: Relate elements and principles of design to coordination of flowers, foliage, vases and containers, ribbons, etc.

TASKS

12. Design and fashion floral pieces and decorations using natural and artificial flowers and foliage.

WORK EXPERIENCES

Apply the basic rules for using color, line, form, and texture to floral arrangements and decorations.

Apply basic rules for using proportion, balance, rhythm, emphasis, and harmony to floral arrangements and decorations.

Recognize basic flower forms.

Use appropriate designs for floral arrangements.

STUDY ASSIGNMENTS

Elements of design and their application

Principles of design and their application

Flower forms

Types of arrangements

Basic plans for floral arrangements

Principles of floral design

Procedures for making arrangements

Designing foliage arrangements

Designing flower arrangements

Designing fruit and vegetable arrangements

COURSE UNIT VII

FLORAL ARRANGEMENTS FOR SPECIAL OCCASIONS

- OBJECTIVES:** Identify flowers appropriate for various special occasions.
- Plan creative floral settings for special occasions.

TASKS

13. Advise individual regarding type of flowers, floral arrangements, and decorations desirable for specific occasions, utilizing knowledge of social and religious customs.
14. Plan floral settings for special occasions.

WORK EXPERIENCES

- Describe various types of flowers and arrangements.
- Use appropriate floral terms.
- Recommend arrangements and plants for specific occasions.
- Build an idea file of creative floral settings for special occasions.
- Plan floral settings for weddings.

STUDY ASSIGNMENTS

- Types of flower arrangements
- Floral terminology
- Flowers, arrangements, and plants suitable for various occasions
- Importance of knowing what is on hand, or can be obtained quickly
- Sources of creative ideas for floral settings
- Building an idea file
- Importance of keeping up with current trends
- Wedding etiquette
- Wedding procedures
- Religious variations
- Receptions
- Wedding decorations
- Bouquets and corsages

TASKS

WORK EXPERIENCES

STUDY ASSIGNMENTS

Plan floral arrangements for funerals.

Kinds of flowers used in funeral designs

Types of funeral designs

Steps in making funeral decisions

Reasons for including description of flowers and sender's name and address on enclosure card for funeral arrangements

Plan arrangements for holidays and other occasions.

Flowers and arrangements suitable for specific holidays and other occasions, such as birthdays, graduations, parties, anniversaries

Arrangements suggested by wire service organizations

Religious traditions related to flowers

Plan arrangements for specific settings.

Arrangements for specific settings, such as churches, offices, reception rooms, and homes

Information needed for planning arrangement, such as color scheme, direction to be viewed, occasion

COURSE UNIT VIII

DISPLAY TECHNIQUES

OBJECTIVES: Recognize and accept proper procedures to follow when arranging store or window displays.

TASKS

15. Arrange displays of flowers and decorative accessories in store and windows.

WORK EXPERIENCES

Plan store or window display of flowers and decorative accessories.

Accept suggestions from supervisory personnel in setting up displays.

STUDY ASSIGNMENTS

Principles involved in selection and coordination of flowers and accessories for display

Current color and accessory trends

Seasonal trends

Reasons for changing displays frequently

COURSE UNIT IX

CLEANING AND MAINTENANCE

- OBJECTIVES:** Use recommended procedures for cleaning and maintaining store.
- Recognize necessity for keeping stock in order for easy accessibility and efficient job performance.
- Identify principles of safety which relate to the handling and storing of merchandise.

TASKS

16. Assist in keeping store clean and orderly.

WORK EXPERIENCES

Select appropriate supplies for dusting work tables, counters, shelves, furniture, equipment, and displays.

Keep supplies in order for easy accessibility.

Keep stock straightened in stockroom, workroom, and under counters.

Recognize hazards that may cause accidents in a florist shop.

STUDY ASSIGNMENTS

Importance of cleaning tasks and attitudes toward performing tasks

Selection of the appropriate supplies for each cleaning task

Application of work simplification techniques to the performance of cleaning tasks (management of time and energy)

Motion economy

General procedures to follow in caring for floral displays and supplies

Importance of keeping work area well-organized

Safety practices necessary when using equipment and supplies

Importance of unobstructed passageways or aisles

Safety principles involved in moving furniture and arrangements

Legend: Training Plan for Home Economics Careers in Floristry

Information in Record of Studies Column:

1. Roman Numerals -- Course Unit Outlines for Floral Designer, *Guidebook for Home Economics Cooperative Education*, Lubbock, Texas: Home Economics Instructional Materials Center, 1981.
2. Capital Letters -- Required References (listed below)
3. Specific Numbers -- Page Assignments

Required References and Code:

- A. *Retail Floristry: Sales and Merchandising*. Austin, Texas: The University of Texas Instructional Materials Center, 1976.
- B. Benz, M. *Flowers: Geometric Form*. 4th rev. ed. Houston, Texas: San Jacinto Publishing Company, 1973.
- C. Kimbrell, Grady, and Vineyard, Ben S. *Succeeding in the World of Work*. Rev. ed. Bloomington, Illinois: McKnight Publishing Company, 1975.
- D. *Housekeeping Management Assistant*. Student ed., rev. ed. Lubbock, Texas: Home Economics Instructional Materials Center, 1979. [NOTE: Required references for *Housekeeping Management Assistant* must be provided also.]
- E. Mauger, Emily M. *Modern Display Techniques*. New York: Fairchild Publications, Inc., 1964.

WORK EXPERIENCES TO BE PROVIDED	RECORD OF WORK	OUTLINE OF STUDY ASSIGNMENTS	RECORD OF STUDIES
Training Plan for Home Economics Careers in Floristry			
_____ 1. Relate job responsibilities to self and job Evaluate self		Job opportunities Tasks assumed by employees Qualities and abilities needed Self-evaluation Criteria for job performance Criteria for self-evaluation	I A-1-12 C-63-77, 87-95
_____ 2. Accept and follow firm's policies		Policies and procedures Need for flexibility	II A-21-28, 37-47, 93-103
_____ 3. Follow instructions from supervisors		Relationships with others	C-50-62, 104-111
_____ 4. Function as a member of the team		Importance of accepting and carrying out assigned tasks	(Tasks 2 through 8)
_____ 5. Assist other employees		Working cooperatively with others	
_____ 6. Answer telephone		Telephone etiquette Recording information Neatness and accuracy in performing clerical duties	
_____ 7. Check details of orders		Reasons for checking details Verifying information	
_____ 8. Perform tasks efficiently		Efficient work methods Importance of clean work surface	
_____ 9. Provide merchandise information		Information individuals want Keeping informed about floral developments	III A-213-220
_____ 10. Recognize flowers, foliage, and plants		Types of flowers, foliage, and plants Long-lasting flowers Care and storage of flowers and foliage Special treatments Stem preparation Tinting flowers Care of potted plants	IV B-92-99, 100-106
Care for and handle flowers, foliage, and plants appropriately			

WORK EXPERIENCES TO BE PROVIDED	RECORD OF WORK	OUTLINE OF STUDY ASSIGNMENTS	RECORD OF STUDIES
— 11. Use tools and supplies in preparing floral arrangements Solve mechanical problems Choose appropriate containers Wire flowers Use appropriate ribbons, bows, and accessories Prepare combination arrangements Design and make arrangements from dried and lifeless materials Arrange permanent flowers Use appropriate designs for corsages and bouquets Trim potted plants Arrange plants		Tools, supplies, and aids Solutions to mechanical problems Containers, bases, stands, and accent objects Wiring Attractive and conservative use of ribbons, bows, paper, etc. Combination arrangements Arranging dried and lifeless materials Arranging permanent flowers Types of corsages and bouquets Flowers and designs used in corsages and bouquets Making corsages and bouquets Trimming potted plants Principles of plant arrangement Design shapes Selection of plant material Skills in plant arrangement	V A-145-147 B-79-89, 106-121
— 12. Apply basic rules for using color, line, form, and texture to floral arrangements and decorations Apply basic rules for using proportion, balance, rhythm, emphasis, and harmony to floral arrangements and decorations Recognize basic flower forms Use appropriate designs for floral arrangements		Elements of design and their application Principles of design and their application Flower forms Types of arrangements Basic plans for floral arrangements Principles of floral design Procedures for making arrangements Designing foliage arrangements Designing flower arrangements Designing fruit and vegetable arrangements	VI A-221-231 B-1-41, 43-78, 90-91, 122-157

WORK EXPERIENCES TO BE PROVIDED	RECORD OF WORK	OUTLINE OF STUDY ASSIGNMENTS	RECORD OF STUDIES
____ 13. Describe types of flowers and arrangements Use floral terms Recommend arrangements and plants for specific occasions		Types of flowers and arrangements Floral terms Selections suitable for various occasions Knowing what is available	VII A-157-180, 191-211 B-159-243, 245-290, 290-291, 293-320 (Tasks 13 and 14
____ 14. Build an idea file on creative floral settings for special occasions Plan floral settings for weddings Plan floral arrangements for funerals Plan arrangements for holidays and other occasions Plan arrangements for specific settings		Sources of ideas Keeping up with current trends Wedding etiquette, procedures, and variations Flowers for weddings Flowers and arrangements for funerals Flowers and arrangements suitable for various occasions Wire service arrangements Flowers and traditions Arrangements for specific settings, such as churches, offices, etc. Information needed	
____ 15. Plan store or window displays Accept supervisor's suggestions for displays		Selection and coordination of flowers and accessories for display Color and accessory trends Seasonal trends Reasons for changing displays	VIII A-61-80 E-13-78
____ 16. Select supplies for dusting Keep supplies in order Keep stock straightened Recognize hazards _____ _____ _____		Importance of cleaning tasks Selection of supplies for tasks Work simplification Motion economy Caring for floral displays Keeping work area organized Safety practices Importance of unobstructed passageways Moving furniture and arrangements _____ _____ _____	IX D-31-60, 133-140, 159-168

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09.0205

INSTITUTIONAL AND HOME MANAGEMENT AND SUPPORTIVE SERVICES

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HOME ECONOMICS COOPERATIVE EDUCATION OCCUPATIONS
IN INSTITUTIONAL AND HOME MANAGEMENT AND SUPPORTIVE SERVICES

<i>USOE Code</i>	<i>Home Economics Area</i>	<i>DOT Code</i>	<i>DOT Occupational Title</i>	<i>Training Plan Master</i>
09.0205	Institutional and Home Management and Supportive Services	187.167-046	Executive Housekeeper Assistant	Home Economics Careers in Institutional and Home Management
		222.387-030	Linen Room Attendant	
		301.137-010	Housekeeper, Home	
		301.474-010	House Worker, General	
		301.687-014	Day Worker	
		302.685-010	Laundry Worker, Domestic	
		321.137-010	Housekeeper (Hotels and Institutions)	
		323.687-010	Cleaner, Hospital	
		323.687-014	Cleaner, Housekeeping (Hotel, Motel, Restaurant, Beauty Shop, Commer- cial Buildings, Churches, etc.)	
		329.467-010	Attendant, Lodging Facilities	
		361.685-018	Laundry Worker II	Home Economics Careers in Personal Services
		361.687-018	Laundry Laborer	
		369.677-010	Self-Service Laundry-and-Dry- Cleaning Attendant	
		381.687-014	Cleaner, Commercial or Institutional	
		309.674-014	Personal Attendant	
		309.677-010	Companion	
		354.377-014	Home Attendant	

JOB ANALYSIS FOR HOME ECONOMICS CAREERS IN INSTITUTIONAL AND HOME MANAGEMENT

(Used in interviews with employers and employees in hotels, motels, commercial buildings,
apartment buildings, nursing homes, hospitals, schools, cleaning services, and private homes)

Name of Establishment _____ Date _____

Person Interviewed _____ Interviewer _____

DIRECTIONS: Please check in the appropriate column the responsibilities you expect a student to assume when working in your establishment.

A student preparing for home economics careers in institutional and home management assumes numerous housekeeping responsibilities in such situations as a hospital, nursing home, hotel, motel, educational institution, commercial establishment, or private home. Working under the supervision of experienced personnel, the student performs the following functions:

TASKS	DAILY	OCCASION- ALLY	DOES NOT APPLY	COMMENTS
1. Familiarize self with policies and rules of conduct for employees in housekeeping management.				
2. Exercise proper selection, use, and care of cleaning equipment and supplies.				
3. Observe safety precautions to prevent accidents in use of equipment and supplies.				
4. Save time and energy whenever possible in performing tasks.				
5. Fill cart or carrier with supplies issued by person in charge.				
6. Report to assigned section with passkey and occupancy report.				
7. Make a preliminary check of room condition when entering.				
8. Perform preliminary cleaning tasks.				
9. Clean a guest room.				

TASKS	DAILY	OCCASION- ALLY	DOES NOT APPLY	COMMENTS
10. Check vacant rooms in assigned section, and dust furniture if necessary.				
11. Turn in occupancy report and passkey before leaving.				
12. Clean an occupied hospital room.				
13. Clean an unoccupied hospital room or discharge unit.				
14. Clean an isolation unit.				
15. Keep a private home clean and in reasonable order.				
16. Clean and straighten closets and storage areas.				
17. Clean and polish kitchen cabinets.				
18. Clean range tops, ovens, and exhaust fans.				
19. Defrost and clean the interior of refrigerators.				
20. Clean coffeemakers and other small appliances.				
21. Load and operate dishwasher, or wash dishes by hand.				
22. Clean buildings such as schools, churches, residence halls, apartment buildings, offices, businesses, and factories.				
23. Sweep, mop, or vacuum floors according to type of floor.				
24. Wax and buff or apply floor finish.				
25. Shampoo carpets.				
26. Make beds.				

TASKS	DAILY	OCCASION- ALLY	DOES NOT APPLY	COMMENTS
27. Assist in turning mattresses as directed.				
28. Dust, wax or polish, and clean furnishings according to materials used in their construction.				
29. Clean glass, light fixtures, walls, chalkboards, ceilings, doors, and woodwork.				
30. Clean window treatments.				
31. Remove stains from various surfaces.				
32. Take appropriate measures to prevent and control pests.				
33. Clean and sanitize bathrooms, restrooms, and shower rooms.				
34. Sort laundry.				
35. Use laundry equipment and supplies correctly.				
36. Iron or press clothes and linens.				
37. Fold, store, and distribute clean linens and clothes.				
38. Perform minor electrical maintenance and repairs.				
39. Do minor non-electrical maintenance and repairs.				
40. Repair furniture.				
41. Care for houseplants.				
42. Perform specified grounds duties.				
43. Maintain swimming pool area.				

TASKS	DAILY	OCCASION- ALLY	DOES NOT APPLY	COMMENTS
44. Plan family and guest meals.				
45. Shop for food and supplies.				
46. Use safe and sanitary procedures in food storage and preparation.				
47. Select and use correctly proper equipment for a specific job.				
48. Prepare a variety of foods and beverages.				
49. Serve food in manner prescribed by employer.				
50. Help arrange tables for special parties.				
51. Care for infants as directed by supervisor.				
52. Help children develop acceptable behavior patterns.				
53. Help children develop good food habits and table manners.				
54. Assume some responsibilities, under supervision, for the activities of children.				
55. Assume responsibility for children's health and safety.				

COURSE UNIT OUTLINE FOR HOME ECONOMICS CAREERS IN INSTITUTIONAL AND HOME MANAGEMENT

COURSE UNIT I

WHAT IS A HOUSEKEEPING MANAGEMENT ASSISTANT?

- OBJECTIVES:**
- List the tasks and competencies of a housekeeping management assistant.
 - Identify opportunities for advancement in housekeeping management.
 - Apply policies and rules of conduct to specific job.
 - Analyze self in terms of desirable personal characteristics needed by a housekeeping management assistant.
 - Summarize the relationship between job success and interpersonal relationships.

TASKS

1. Familiarize self with policies and rules of conduct for employees in housekeeping management.

WORK EXPERIENCES

Relate policies and rules of conduct of the business to self.

STUDY ASSIGNMENTS

Career opportunities in the housekeeping field

Importance of role of housekeeping personnel in a business or institution

Personal characteristics and abilities desired by employers

Need for self-evaluation

Business policies related to position of housekeeping or custodial management assistant

Tasks and competencies expected of employee

Forms, records, and reports used on the job

COURSE UNIT II

USE OF EQUIPMENT AND SUPPLIES

OBJECTIVES: Employ correct procedures in the selection, use, and care of the equipment and supplies necessary for performing housekeeping management tasks.

Relate to specific situations safety precautions in handling equipment and supplies.

TASKS

WORK EXPERIENCES

STUDY ASSIGNMENTS

2. Exercise proper selection, use, and care of cleaning equipment and supplies.

Select, use, and care for equipment and supplies.

Selection of proper equipment and supplies for use in performing tasks

Correct use of a variety of equipment and supplies

Proper storage of equipment and supplies

General procedures to follow in caring for equipment and supplies

3. Observe safety precautions to prevent accidents in use of equipment and supplies.

Recognize hazards that may cause accidents.

Safety practices necessary in using equipment and supplies

Inspect for fire hazards.

Fire hazards

Check fire extinguishers.

Procedures for checking fire extinguishers

Use different kinds of fire extinguishers.

Types of fire extinguishers to use for different types of fires

Apply first aid.

First aid for minor injuries

TASKS

4. Save time and energy whenever possible in performing tasks.

5. Fill cart or carrier with supplies issued by person in charge.

WORK EXPERIENCES

Recognize ways to save time and energy in performing tasks.

Select necessary number and kind of supplies for day's work.

STUDY ASSIGNMENTS

Principles of body mechanics

Organization of equipment, supplies, and tasks

Principles of work simplification

Supplies necessary for a day's work

Importance of arrangement of supplies on cart

COURSE UNIT III

CLEANING GUEST ROOMS

- OBJECTIVES:**
- Describe procedures for entering and leaving rooms.
 - Follow instruction from employer or supervisor concerning methods and sequences to be used when performing cleaning tasks.
 - Follow sanitary procedures in performing all cleaning tasks.
 - Plan for efficient performance of all tasks necessary to put rooms in good order.
 - Evaluate own work habits and plan for self-improvement.

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TASKS	WORK EXPERIENCES	STUDY ASSIGNMENTS
6. Report to assigned section with passkey and occupancy report.	Read and interpret occupancy reports.	Symbols and terms used to indicate occupancy status of room
	Accept responsibility for passkey.	Importance of passkey
7. Make a preliminary check of room condition when entering.	Recognize room damage, and identify missing items.	Procedures used to enter rooms
		Procedures for reporting damage and missing items
		Importance of checking furniture placement and condition
		Procedures for handling <i>lost and found</i> items
		Suggested procedures and reasons for adjusting windows or heating/cooling equipment

TASKS	WORK EXPERIENCES	STUDY ASSIGNMENTS
8. Perform preliminary cleaning tasks.	Collect and empty trash containers, ash-trays, partially filled glasses, pitchers, and ice buckets.	Procedures for collecting and emptying trash and glasses
	Remove and replace light bulbs when necessary.	Safety procedures to follow in removing and replacing light bulbs
	Remove soiled linens, and deposit in designated place.	Procedure for removing bed linens
		Careful and sanitary handling of linens
9. Clean a guest room.	Clean a guest room following recommended procedures.	Steps in cleaning guest rooms
	Make closet and furniture drawers look neat, and provide adequate supplies.	Supplies necessary for the comfort of the guest
	Move furniture and rehang draperies.	Recommended furniture and drapery placement
	Evaluate own work.	Standards of cleanliness
10. Check vacant rooms in assigned section and dust furniture if necessary.	Evaluate condition of vacant rooms, and perform any task necessary to put room in good order.	Reasons for checking vacant rooms
11. Turn in occupancy report and pass-key before leaving.	Keep accurate records.	Necessity for returning passkey and turning in required reports

COURSE UNIT IV

CLEANING PATIENT ROOMS

- OBJECTIVES:** Recognize necessity for sanitation and disinfection in hospital cleaning tasks.
- Describe procedures for cleaning occupied rooms, unoccupied rooms, discharge units, and isolation units.
- Evaluate own work habits and plan for self-improvement.

TASKS

12. Clean an occupied hospital room.

13. Clean an unoccupied hospital room or discharge unit.

14. Clean an isolation unit.

WORK EXPERIENCES

Perform tasks in a way that prevents spread of infection.

Clean hospital rooms following recommended procedures.

Deal with patients in a pleasant, professional manner.

Evaluate appearance of room.

Clean an isolation unit following recommended procedures.

STUDY ASSIGNMENTS

Reasons for disinfecting

Conditions affecting bacterial growth

Types and uses of disinfectants

Procedures for cleaning occupied rooms

Guidelines for dealing with patients

Methods for cleaning discharge and unoccupied units

Importance of checking appearance and placement of furniture and supplies after cleaning room

Two types of isolation units

Techniques of isolation

Procedures for cleaning occupied and discharge isolation units

TASKS

WORK EXPERIENCES

STUDY ASSIGNMENTS

Handle contaminated laundry to avoid infection.

Use various methods of terminal disinfection.

Use isolation gown and mask.

Procedures for handling contaminated laundry.

Types of terminal disinfection, and procedures for using each type

Use of isolation gown and mask

COURSE UNIT V

CLEANING THE PRIVATE HOME

- OBJECTIVES:**
- Describe procedures for entering and leaving the private home.
 - Follow instructions from employer concerning methods and sequences to be used in performing cleaning tasks.
 - Follow sanitary procedures in performing all cleaning tasks.
 - Make efficient use of time and energy in performing cleaning tasks.
 - Evaluate own work habits, and plan for self-improvement.

TASKS

WORK EXPERIENCES

STUDY ASSIGNMENTS

- | | | |
|--|--|--|
| 15. Keep a private home clean and in reasonable order. | Clean a private home following recommended procedures. | Procedures for cleaning a private home |
| 16. Clean and straighten closets and storage areas. | Arrange closets and storage areas neatly. | Principles of storage |
| 17. Clean and polish kitchen cabinets. | Select and use correct supplies for cleaning and polishing kitchen cabinets. | Importance of efficient and neat storage arrangements |
| 18. Clean range tops, ovens, and exhaust fans. | Remove grease and grime without damage to range or oven finish. | Supplies and methods to use in cleaning kitchen cabinets |
| 19. Defrost and clean the interior of refrigerators. | Remove ice build-up from freezer, and wash interior walls, shelves, and drawers. | Methods and cleaning supplies for cleaning ranges, ovens, and exhaust fans |
| 20. Clean coffee makers and other small appliances. | Remove grease and grime without damaging appliance or electric components. | Efficient methods of frost removal and cleaning of refrigerators. |
| 21. Load and operate dishwasher, or wash dishes by hand. | Operate a dishwasher, or wash, rinse, and drain dishes in a sanitary way. | Procedures for cleaning coffee makers and small electrical appliances |
| | | Methods for loading and operating a dishwasher |
| | | Sanitary methods of hand dishwashing |

COURSE UNIT VI

PROVIDING BUILDING SERVICES

- OBJECTIVES:**
- Describe procedures for entering and leaving offices.
 - Describe procedures for cleaning public areas.
 - Explain the value of a spotless and orderly appearance for public areas.
 - Accept and follow instructions from employer or supervisor concerning methods and sequence to be used when performing cleaning tasks.
 - Evaluate own work habits and plan for self-improvement.

TASKS

WORK EXPERIENCES

STUDY ASSIGNMENTS

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22. Clean buildings such as schools, churches, residence halls, apartment buildings, offices, businesses, and factories.

Clean facilities following recommended procedures.

Procedures for cleaning public areas (entranceways, hallways, stairways, elevators, lounges, lobbies)

Procedures for cleaning offices

Procedures for cleaning schools and churches (classrooms, laboratories, auditoriums, gymnasiums)

Procedures for cleaning kitchens and dining areas

Procedures for cleaning businesses

Procedures for cleaning factories

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Deal with students or occupants in a pleasant, professional manner.

Guidelines for dealing with students or occupants

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COURSE UNIT VII
MAINTENANCE OF FLOORS

- OBJECTIVES: Explain differences in flooring.
Describe the appropriate method for cleaning each type floor.
Utilize proper supplies and methods for shampooing carpets.

TASKS

23. Sweep, mop, or vacuum floors according to type of floor.

24. Wax and buff or apply floor finish.

25. Shampoo carpet.

WORK EXPERIENCES

Clean different types of flooring using proper method of cleaning.

According to type floor, select and use recommended wax or finish and method for application.

Use carpet shampooer or shampoo by hand with suitable supplies.

STUDY ASSIGNMENTS

Major categories of flooring and acceptable methods for cleaning each type

Different types of mopping

Procedures for sweeping, dust mopping, wet mopping, and scrubbing

Spot mopping

Procedures for vacuuming

Principles of motion economy

Work simplification in relation to floor care

Differences in types of waxes and finishes

Procedures for waxing floors

Procedures for applying floor finish

Relationship between care and durability of carpet

Differences between a dry and wet shampoo, and procedures for performing each

COURSE UNIT VIII

GENERAL CLEANING

- OBJECTIVES: Plan work so that general cleaning tasks are performed on a regular basis.
- Recognize times when general cleaning tasks need to be performed.
- Select proper equipment, supplies, and procedures for performing each cleaning task.

TASKS

WORK EXPERIENCES

STUDY ASSIGNMENTS

- | | | |
|---|---|---|
| 26. Make beds. | Put clean linens on bed quickly and efficiently. | Method of bedmaking required by employer |
| 27. Assist in turning mattresses as directed. | Lift and turn mattresses. | Procedures to follow in turning mattresses |
| 28. Dust, wax or polish, and clean furnishings according to materials used in their construction. | Care for different types of furniture using proper methods. | Materials used in constructing case goods and upholstered furniture, and acceptable methods of caring for each type |
| | | Procedures for dusting |
| | | Procedures for waxing and polishing furniture |
| | | Vacuuming upholstered furniture |
| | | Methods of stain removal and appropriate use for each method |
| | | Shampooing upholstered furniture |
| | | Applying stain-resistant finishes |

TASKS

29. Clean glass, light fixtures, walls, chalkboards, ceilings, doors, and woodwork.
30. Clean window treatments.
31. Remove stains from various surfaces.
32. Take appropriate measures to prevent and control pests.

WORK EXPERIENCES

- Use proper equipment and supplies for washing glass, light fixtures, walls, chalkboards, ceilings, doors, and woodwork.
- Clean window treatments.
- Remove stains from a variety of surfaces without damaging the surface.
- Take measures to prevent and control infestation by pests.

STUDY ASSIGNMENTS

Efficient and sanitary methods for washing windows, mirrors, light fixtures, walls, ceilings, chalkboards, doors, and woodwork

Spot cleaning

Procedures to follow for cleaning window shades, Venetian blinds, and draperies

Common stains

Methods of stain removal

Common pests

Pest prevention and control measures

COURSE UNIT IX

CLEANING BATHROOMS, RESTROOMS, AND SHOWER ROOMS

OBJECTIVES: Describe sanitary procedures for cleaning bathrooms, restrooms, and shower rooms.

TASKS	WORK EXPERIENCES	STUDY ASSIGNMENTS
33. Clean and sanitize bathrooms, restrooms, and shower rooms.	Use a variety of cleaning and sanitizing supplies.	Purpose of sanitizing bathroom Procedures for cleaning and sanitizing bathroom Procedures for cleaning public restrooms Procedures for cleaning shower rooms

COURSE UNIT X

MANAGEMENT OF LAUNDRY PROCEDURES

- OBJECTIVES:**
- Describe procedures for laundering machine-washable and hand-washable articles.
 - Analyze functions and appropriate uses for laundry supplies.
 - Describe procedures and precautions for operating laundry equipment.
 - Apply principles of work simplification to ironing and pressing.
 - Demonstrate procedures for folding, storing, and handling linens and clothing.
 - Explain the necessity of following linen room procedures.

TASKS

34. Sort laundry.
35. Use laundry equipment and supplies correctly.

WORK EXPERIENCES

- Decide what fabrics and colors can be laundered together.
- Use laundry supplies correctly.
- Use washer and dryer correctly.

STUDY ASSIGNMENTS

- Types of fabrics and colors which can be laundered safely together
- Types of soil
- Effects of various laundry supplies and water temperatures on fabrics and colors
- Types of pretreatment for stain removal
- Methods of loading laundry equipment and selecting water levels, temperatures, and timers (cycles)
- Difference between soaps and detergents and mild and heavy-duty products
- Purpose and use of fabric softeners and bleaches

TASKS

WORK EXPERIENCES

STUDY ASSIGNMENTS

36. Iron or press clothes and linens.

Use iron efficiently.

Relationship between type of detergent, water temperature, and washing time

Purpose of dryer

Procedures for using dryer

Procedure for cleaning articles which require special care

Efficient methods of ironing

Convenient arrangement of equipment for ironing

37. Fold, store, and distribute clean linens and clothes.

Fold clothes and linens neatly.

Methods of folding to prevent wrinkles

Put laundry away carefully.

Suitable storage of clean clothes and linens

Follow appropriate procedures in linen room.

Linen room procedures

Clean linen room and laundry chutes.

Cleaning linen room and laundry chutes

COURSE UNIT XI

GENERAL REPAIRS AND MAINTENANCE

- OBJECTIVES:** Select appropriate tools and supplies for repair and maintenance tasks.
- Determine source of problem and possible remedies.
- Use appropriate techniques for repair and maintenance tasks.

TASKS

38. Perform minor electrical maintenance and repairs.

39. Do minor non-electrical maintenance and repairs.

40. Repair furniture.

WORK EXPERIENCES

Make minor electrical repairs and do routine electrical maintenance.

Inspect, lubricate, and adjust heating and ventilating equipment on a regular schedule.

Select the appropriate tools for maintenance tasks.

Identify and correct maintenance problems using appropriate tools, supplies, and procedures.

Mix and apply paints observing necessary safety precautions.

Identify and repair blemishes on furniture using appropriate procedures.

Re-cover chair seats.

Secure the legs of a wobbly chair.

STUDY ASSIGNMENTS

Electrical terms

Basic electrical principles

Care of electrical cords

Minor electrical repairs

Heating and ventilating systems

Maintenance tools

Minor repairs and maintenance tasks

Painting

Simple furniture repairs.

COURSE UNIT XII

CARE OF PLANTS AND GROUNDS

- OBJECTIVES:**
- Summarize procedures in caring for houseplants.
 - Describe grounds duties which may be the responsibility of the housekeeping or janitorial department.
 - Demonstrate correct procedures for displaying flags.
 - Explain maintenance required for a swimming pool.

TASKS

WORK EXPERIENCES

STUDY ASSIGNMENTS

41. Care for houseplants.

Care for houseplants using appropriate techniques.

Needs of houseplants

Common problems in plant care

Watering, feeding, training, potting, and repotting plants

Pests and diseases

42. Perform specified grounds duties.

Care for the grounds around buildings as required.

Lawn care

Lawn problems

Ground cover

Shrubs

Trees

Lawn and garden tools and equipment

TASKS

43. Maintain swimming pool area.

WORK EXPERIENCES

Keep grounds clean and safe for occupants of building and guests.

Display the flag using correct procedures.

Clean and maintain swimming pool and surrounding area.

STUDY ASSIGNMENTS

Sweeping porches and walks

Policing grounds and parking lots

Removing snow and ice

Inspecting playground equipment and fences

Flag display

Swimming pool maintenance

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COURSE UNIT XIII

PLANNING, PREPARING, AND SERVING FAMILY MEALS

- OBJECTIVES:**
- Plan nutritious meals.
 - Use a market list in shopping for food.
 - Summarize safe and sanitary procedures for food storage and preparation.
 - Name the appropriate equipment to use for various food service tasks.
 - Describe procedures for preparing a variety of foods and beverages.
 - Create attractive table settings.
 - Demonstrate correct procedures for setting the table.

TASKS	WORK EXPERIENCES	STUDY ASSIGNMENTS
44. Plan family and guest meals.	Plan nutritious meals.	Nutrition Meal planning
45. Shop for food and supplies.	Shop for food and supplies using a market list.	Influences on food prices Making a market list Shopping for food
46. Use safe and sanitary procedures in food storage and preparation.	Follow safe practices in the kitchen. Prepare food in a sanitary manner. Store food in appropriate containers at temperatures which retard spoilage.	Kitchen safety Sanitary food preparation Food storage Food spoilage

TASKS

47. Select and use correctly proper equipment for a specific job.

48. Prepare a variety of foods and beverages.

49. Serve food in manner prescribed by employer.

50. Help arrange tables for special parties.

WORK EXPERIENCES

Select and use safely the appropriate tool, utensil, or equipment in each food preparation task.

Use appropriate procedures for preparing foods and beverages.

Use appropriate techniques to manage meal preparation.

Set the table correctly for meals.

Serve meals in an appropriate manner.

Use correct table manners.

Select best placement of table(s) for efficient traffic flow.

Arrange food, decorations, and utensils for special parties.

STUDY ASSIGNMENTS

Kitchen tools and utensils

Cutlery

Large kitchen equipment

Terminology, abbreviations, and substitutions used in food preparation

Recipe use

General procedures in food preparation

Procedures for preparing specific foods

Meal management

Setting the table for family meals and special occasions

Styles of meal service

Waiting on the table

Table manners

Arranging tables for special parties

Setting tables for special parties

COURSE UNIT XIV
CARE OF CHILDREN

- OBJECTIVES: Summarize procedures in caring for infants.
- Describe ways to help children develop acceptable behavior patterns.
- Explain how to help children develop good food habits and table manners.
- Use appropriate techniques for supervising children's play.
- Apply appropriate procedures for safeguarding children's health and safety.

TASKS

WORK EXPERIENCES

STUDY ASSIGNMENTS

51. Care for infant as directed by supervisor.

Observe safety precautions when caring for an infant.

Safety precautions to observe when caring for an infant

Feeding the infant

Communication skills of the infant

Reasons for crying

Infant's play

Sleep habits of the infant

Clothing for the infant

Procedures for bathing an infant

52. Help children develop acceptable behavior patterns.

Recognize factors influencing a child's development.

Factors influencing development

Principles of development

Discriminate between acceptable and unacceptable behavior patterns.

Understanding and dealing with behavior

TASKS

53. Help children develop good food habits and table manners.

54. Assume some responsibilities, under supervision, for the activities of children.

WORK EXPERIENCES

Use appropriate techniques to help the child learn acceptable behavior.

Direct the child in quiet activities prior to mealtime.

Encourage the child to wash his/her hands before meals.

Use appropriate techniques to teach the child good food habits and table manners.

Help plan nutritious meals and snacks for children.

Set table correctly for menu.

Set the stage for encouraging child to try new foods.

Handle situations appropriately when child refuses foods.

Help supervise play activities which are appropriate for the age and developmental level of the child.

STUDY ASSIGNMENTS

Ways children learn behavior

Types of discipline

Guidance techniques

Types of play suitable prior to mealtime

Importance of personal cleanliness at mealtime

Eating patterns and habits

Handling children at mealtime

Teaching children table manners

Planning meals and snacks for children

Methods of setting an attractive table.

Effective methods of introducing new foods to children

Reasons children may refuse to eat

Handling the child who refuses to eat

Role of play in mastering developmental tasks and skills

Children's play

Toys and play equipment

TASKS

WORK EXPERIENCES

STUDY ASSIGNMENTS

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55. Assume responsibility for children's health and safety.

Encourage child's dramatic and imaginative play.

Direct games appropriate for young children.

Select and lead appropriate songs and rhythmic activities.

Select or suggest suitable books and stories for child's use.

Recognize and report early signs of illness or discomfort in child.

Recognize common childhood diseases.

Care for a sick child.

Take safety precautions appropriate for child's stage of development.

Maintain discipline to help ensure safety of child.

Know what to do in an emergency.

Handle minor emergencies calmly and intelligently.

Dramatic and imaginative play

Games for young children

Music and creative movements

Homemade instruments

Finger plays

Books and stories for children

Storytelling

Characteristics of a healthy child

Symptoms of childhood diseases

Caring for the sick child

Safety precautions for each stage of development

Helping child learn safety

Common causes of childhood accidents

Accident prevention

Emergency procedures

First aid procedures

Equipping a first aid kit

WORK EXPERIENCES TO BE PROVIDED	RECORD OF WORK	OUTLINE OF STUDY ASSIGNMENTS	RECORD OF STUDIES
Training Plan for Home Economics Careers in Institutional and Home Management			
1. Relate policies and rules of the business to self		Job opportunities in housekeeping Role of housekeeping personnel Qualities and abilities needed Need for self-evaluation Business policies Tasks and competencies Forms, records, and reports	I-1-4
2. Select, use, and care for equipment and supplies		Equipment and supplies for tasks Use and care of equipment and supplies	II-1, 2
3. Recognize hazards Inspect for fire hazards Check fire extinguishers Use fire extinguishers Apply first aid		Safety practices in housekeeping Fire hazards Checking fire extinguishers Types of fire extinguishers for different types of fires First aid for minor injuries	II-3
4. Save time and energy in performing tasks		Principles of body mechanics Organizing equipment, supplies, tasks Work simplification	II-4
5. Select supplies for a day's work		Supplies needed for day's work Arranging supplies on cart	II-5
6. Read and interpret occupancy reports Be responsible for passkey		Symbols and terms indicating occupancy status of rooms Importance of passkey	III-1
7. Recognize room damage, and identify missing items		Procedures used to enter rooms Reporting damage and missing items Checking furniture Handling <i>lost and found</i> items Adjusting windows or heating/cooling equipment	III-1
8. Collect and empty containers Replace light bulbs Remove and deposit soiled linens		Collecting and emptying containers Replacing light bulbs Removing and handling bed linens	III-2

WORK EXPERIENCES TO BE PROVIDED	RECORD OF WORK	OUTLINE OF STUDY ASSIGNMENTS	RECORD OF STUDIES
____ 9. Clean a guest room Straighten closet and drawers, and replenish supplies Straighten room Evaluate own work		Steps in cleaning guest rooms Supplies for guests Furniture and drapery placement Standards of cleanliness	III-3
____ 10. Evaluate condition of vacant rooms		Reasons for checking vacant rooms	III-3
____ 11. Keep accurate records		Turning in passkey and required reports	III-3
____ 12. Prevent spread of infection Clean hospital rooms Deal with patients pleasantly		Disinfecting Cleaning occupied rooms Dealing with patients	IV-1, 2
____ 13. Evaluate appearance of room		Cleaning discharge and unoccupied units Checking appearance after cleaning	IV-1, 2
____ 14. Clean an isolation unit		Procedures for cleaning occupied and discharge isolation units	IV-1, 3
____ 15. Follow recommended procedures for cleaning a private home		Cleaning private home	V-1
____ 16. Arrange closets and storage areas		Principles and importance of storage	V-2
____ 17. Use correct supplies and methods for cleaning kitchen cabinets		Cleaning kitchen cabinets	V-2
____ 18. Remove grease and grime from range tops, ovens, and exhaust fans with- out damaging finishes		Cleaning ranges, ovens, and exhaust fans	V-3
____ 19. Defrost and clean refrig- erator		Defrosting and cleaning refrigerator	V-3
____ 20. Clean small appliances		Cleaning small appliances	V-3
____ 21. Use sanitary procedures for washing dishes by hand, or in a dishwasher		Loading and operating dishwasher Sanitary hand dishwashing	V-4

WORK EXPERIENCES TO BE PROVIDED	RECORD OF WORK	OUTLINE OF STUDY ASSIGNMENTS	RECORD OF STUDIES
____22. Clean building facilities Deal with students or occupants pleasantly		Cleaning public areas, offices, schools, churches, kitchens and dining areas, businesses, factories Dealing with people	VI-1-3
____23. Use proper methods for cleaning floors		Cleaning methods for floors	VII-1, 2, 4
____24. Use recommended wax or floor finish and method of application		Work simplification and motion economy in floor care Types of waxes and finishes Procedures for waxing or finishing floors	VII-3
____25. Use carpet shampooer or shampoo by hand with suitable supplies		Care and durability of carpet Methods for dry and wet shampoos	VII-4
____26. Make bed efficiently		Method of bedmaking required	VIII-1
____27. Lift and turn mattresses		Turning mattresses	VIII-1
____28. Care for different types of furniture		Materials used to construct furniture Dusting, waxing, and polishing furniture Vacuuming upholstered furniture Stain removal Shampooing upholstered furniture Applying stain-resistant finishes	VIII-2, 3
____29. Wash glass, light fixtures, walls, chalkboards, ceilings, doors, and woodwork		Methods for washing windows, mirrors, light fixtures, walls, ceilings, chalkboards, doors, and woodwork Spot cleaning	VIII-4, 5
____30. Clean window treatments		Cleaning window shades, blinds, and draperies	VIII-6
____31. Remove stains from various surfaces		Common stains and their removal	VIII-7
____32. Prevent and control pests		Prevention and control of common pests	VIII-8
____33. Use cleaning and sanitizing supplies for bathrooms, restrooms, and shower rooms		Cleaning and sanitizing bathrooms, restrooms, and shower rooms	IX-1, 2

WORK EXPERIENCES TO BE PROVIDED	RECORD OF WORK	OUTLINE OF STUDY ASSIGNMENTS	RECORD OF STUDIES
____34. Sort laundry by fabrics and colors		Fabric types and colors which can be laundered safely together Types of soil	X-1
____35. Use laundry supplies correctly Use washer and dryer correctly		Effects of laundry supplies and water temperatures Pretreating stains Loading and operating laundry equipment	X-2-4
____36. Use an iron efficiently		Efficient methods of ironing	X-5
____37. Fold clothes and linens neatly Put laundry away carefully Follow linen room procedures Clean linen room and laundry chutes		Folding to prevent wrinkles Suitable storage for laundry Linen room procedures Cleaning linen room and laundry chutes	X-6, 7
____38. Make minor electrical repairs, and do routine electrical maintenance Inspect, lubricate, and adjust heating and ventilating equipment		Electrical terms Basic electrical principles Care of electrical cords Minor electrical repairs Heating and ventilating systems	XI-1
____39. Select appropriate tools Identify and correct maintenance problems Mix and apply paints		Maintenance tools Minor repairs and maintenance tasks Painting	XI-2
____40. Identify and repair blemishes on furniture Re-cover chair seats Secure legs of wobbly chair		Simple furniture repairs	XI-3
____41. Care for houseplants		Needs of houseplants Plant care problems Watering, feeding, training, potting, and repotting plants Pests and diseases	XII-1

WORK EXPERIENCES TO BE PROVIDED	RECORD OF WORK	OUTLINE OF STUDY ASSIGNMENTS	RECORD OF STUDIES
____42. Care for grounds around buildings as required Keep grounds clean and safe Display flag correctly		Lawn care Lawn and garden tools and equipment Sweeping porches and walks Policing grounds and parking lots Removing snow and ice Inspecting playground equipment and fences Flag display	XII-2, 3
____43. Clean and maintain swimming pool and surrounding area		Swimming pool maintenance	XII-4
____44. Plan nutritious meals		Nutrition Meal planning	XIII-1
____45. Shop for food and supplies using a market list		Influences on food prices Making a market list Shopping for food	XIII-2
____46. Follow safe practices in kitchens		Kitchen safety	XIII-3
Prepare food in sanitary manner		Sanitary food preparation	
Store food appropriately		Food storage Food spoilage	
____47. Select and use safely tools, utensils, and equipment		Kitchen tools and utensils Large kitchen equipment	XIII-4
____48. Prepare foods and beverages		Terminology, abbreviations, and substitutions Recipe use Food preparation Meal management	XIII-5, 6
Management meal preparation			
____49. Set table correctly		Table setting	XIII-7
Serve meals in appropriate manner		Styles of meal service	
Use correct table manners		Waiting on the table Table manners	
____50. Place tables		Arranging tables for special parties	XIII-7
Arrange food, decorations, and utensils		Setting tables for special parties	

WORK EXPERIENCES TO BE PROVIDED	RECORD OF WORK	OUTLINE OF STUDY ASSIGNMENTS	RECORD OF STUDIES
51. Care for infant safely		Safety precautions Feeding the infant Communication skills Reasons for crying Infant's play Sleep habits of the infant Clothing for the infant Bathing an infant	XIV-1
52. Recognize factors influencing child development Discriminate between acceptable and unacceptable behavior Help children learn acceptable behavior		Development of children Understanding and dealing with behavior Ways children learn behavior Types of discipline Guidance techniques	XIV-2
53. Direct quiet activities prior to mealtime Encourage handwashing Teach child good food habits and table manners Plan meal and snacks Set table Encourage child to try new foods Handle food refusal		Types of play suitable prior to mealtime Personal cleanliness Food habits and table manners Meals and snacks for children Setting an attractive table Introducing new foods Food refusal	XIV-3
54. Supervise play activities Encourage dramatic and imaginative play Direct appropriate games Lead songs and rhythmic activities Suggest books and stories		Children's play Toys and play equipment Dramatic and imaginative play Games for young children Music and rhythmic activities Books and stories for children Storytelling	XIV-4
55. Report signs of illness Recognize childhood diseases Care for sick child Take safety precautions Maintain discipline to ensure safety Know what to do in emergency Handle minor emergencies		Characteristics of healthy child Childhood diseases Care of sick child Safety precautions Accident prevention Emergency procedures First aid procedures Equipping first aid kit	XIV-5

JOB ANALYSIS FOR HOME ECONOMICS CAREERS IN PERSONAL SERVICES

(Used in interviews with directors of nursing homes and homes for older persons, adult day care nurses, companions, and attendants for individuals)

Name of Facility or Home _____ Date _____

Person Interviewed _____ Interviewer _____

DIRECTIONS: Please check in the appropriate column the responsibilities you expect a student to assume when working in your facility or home.

A student preparing for home economics careers in personal services assumes numerous responsibilities in the personal care, safety, and activities of adults and older persons in such situations as nursing homes, homes for older persons, adult day care facilities, and private homes. Working under the supervision of experienced personnel, the student performs the following functions:

TASKS	DAILY	OCCASION- ALLY	DOES NOT APPLY	COMMENTS
1. Become oriented to work situation.				
2. Learn what is required of a personal services worker.				
3. Observe policies concerning work schedules, absences, and health regulations.				
4. Work cooperatively with staff and accept instruction and guidance from supervisory personnel.				
5. Participate in staff planning and evaluating sessions concerned with policies and program.				
6. Help to evaluate own progress in meeting responsibilities in the home.				
7. Follow regularly assigned schedule of responsibilities, and assume other responsibilities as needed.				
8. Understand needs of persons and the implications for giving satisfactory service.				
9. Assist the older person with psychological needs.				

TASKS	DAILY	OCCASION- ALLY	DOES NOT APPLY	COMMENTS
10. Assist the person in grooming and dressing.				
11. Perform daily clothing care tasks.				
12. Launder, iron or press, fold, and put away clothing.				
13. Obtain clothing care services as needed.				
14. Help plan suitable meals for person.				
15. Follow standard procedures for preparing a variety of foods.				
16. Observe sanitary practices in handling food and equipment.				
17. Serve meals in manner prescribed by employer.				
18. Perform cleaning tasks as needed to maintain clean, orderly, and attractive living areas.				
19. Make beds.				
20. Care for decorative accessories.				
21. Observe proper safety measures to prevent accidents.				
22. Take appropriate actions in an emergency.				
23. Observe accepted procedures for reporting signs of illness or discomfort in persons.				
24. Move person as needed.				
25. Assist persons who have various handicaps.				
26. Assist with recreational activities for persons.				

TASKS	DAILY	OCCASION- ALLY	DOES NOT APPLY	COMMENTS
27. Accompany person to barber shop, beauty shop, doctor's office, shopping, or to a movie.				
28. Shop and run errands for the person.				
29. Accompany person to church, to social gatherings, to call on friends.				
30. Assist the person in entertaining family and friends.				
31. Assist the person with correspondence and telephone calls.				

COURSE UNIT OUTLINE FOR HOME ECONOMICS CAREERS IN PERSONAL SERVICES

COURSE UNIT I

WHAT ARE PERSONAL SERVICES CAREERS?

OBJECTIVES: Become aware of tasks, competencies, and opportunities involved in working in personal services.
Recognize employment opportunities in personal services.

TASKS

1. Become oriented to work situation.

2. Learn what is required of a personal services worker.

WORK EXPERIENCES

List purposes and nature of the role of personal services in the community.

Analyze employment opportunities and training needs.

STUDY ASSIGNMENTS

Purposes and objectives of personal services

Reasons older persons are placed in homes

Different types of homes for older people

Characteristics of an approved home for the older person

Laws and regulations which influence home policies and program activities

Responsibilities assigned to a personal services worker

Importance of a personal services worker in the operation of a home for older people

Employment opportunities for trained workers in personal services

TASKS

3. Observe policies concerning work schedules, absences, and health regulations.

WORK EXPERIENCES

Evaluate own personal qualities in relation to desirable characteristics of persons working in personal services.

Accept and follow policies of the home.

STUDY ASSIGNMENTS

Need for trained personnel in positions related to personal services

Personal characteristics desirable for those who work in personal services

Necessity for following regulations specified by the home

Reasons for not accepting gifts or money from persons

COURSE UNIT II

- OBJECTIVES: Recognize factors which contribute to successful working relationships with others.
- Assess own personal qualities in relation to job requirements.
- Evaluate self periodically.
- Identify factors involved in planning a satisfactory schedule for persons.

TASKS

4. Work cooperatively with staff and accept instruction and guidance from supervisory personnel.
5. Participate in staff planning and evaluating sessions concerned with policies and program.
6. Help to evaluate own progress in meeting responsibilities in the home.

WORK EXPERIENCES

- Work under supervision and follow directions effectively.
- Communicate with staff members in planning sessions.
- Evaluate own personal qualities, job responsibilities, and performance.

STUDY ASSIGNMENTS

- Importance of guidance from director in helping aide assume role in the home
- Necessity for teamwork and cooperation among members of the staff
- Influence of behavior and attitudes of others on the behavior of the person cared for
- Relationship between understanding self and understanding others
- Ethical principles involved in working with persons and staff at the home
- Importance of group planning sessions
- Need for self-evaluation of job performance
- How to use results of self-evaluation to improve job performance

TASKS

7. Follow regularly assigned schedule of responsibilities, and assume other responsibilities as needed.

WORK EXPERIENCES

Work with persons and staff in job duties beyond giving and receiving instructions.

Help maintain daily routines and activities.

STUDY ASSIGNMENTS

Importance of assuming assigned responsibilities and contributing to the home program

Importance of schedule and routines to the home's activities

Types of activities which should be provided in the daily schedule of a home

COURSE UNIT III
THE PERSON CARED FOR

- OBJECTIVES: Recognize basic needs of persons.
- Describe needs of persons with different types of disabilities.
- Describe characteristics of persons, especially older persons.
- Analyze implications of these needs for providing satisfactory service.

TASKS

8. Understand needs of persons and the implications for giving satisfactory service.

WORK EXPERIENCES

Help create comfortable environment for persons and help them feel secure and self-confident.

STUDY ASSIGNMENTS

The family life cycle

Basic needs

Psychological and emotional changes

Role changes

Physical changes

Types of disabilities common to the older person

Needs created by various disabilities

Characteristics of older persons

COURSE UNIT IV

PSYCHOLOGICAL NEEDS

- OBJECTIVES: Describe ways to help older persons accept their stage in the life cycle.
- Explain ways to help older persons maintain dignity, sense of worth, and interest in life.
- Identify religious and cultural values, patterns, and differences.

TASKS

9. Assist the older person with psychological needs.

WORK EXPERIENCES

Help older persons accept their stage in the life cycle.

Help elderly persons maintain dignity, sense of worth, and interest in life.

Understand emotions of older persons.

STUDY ASSIGNMENTS

Ways to help older persons accept their stage in the life cycle

Ways to help older persons learn the established routines of the home

Working with the family of the new resident

Encouraging persons to help themselves as much as possible in daily activities

Value of self-care

Helping older persons broaden their horizons

Religious and cultural values, patterns, and differences

Basic emotional needs of the older person

Characteristics of the older person's emotions

TASKS

WORK EXPERIENCES

STUDY ASSIGNMENTS

Dealing with behavioral problems

Terminal illness and death

Importance of consistent good humor in
care of persons

Appropriate reactions to unpleasant
situations

Be consistent in relationships with persons.

COURSE UNIT V

PHYSICAL NEEDS—GROOMING AND DRESSING

- OBJECTIVES: Describe procedures for bathing a person.
- Describe techniques for helping the person change clothes.
- Identify procedures for shampooing and arranging hair.

TASKS

10. Assist the person in grooming and dressing.

WORK EXPERIENCES

Prepare and give bath.

Assist with oral hygiene.

Select appropriate procedures in assisting or dressing the person.

Follow acceptable procedures for shampooing and arranging hair.

Give manicures and pedicures.

Observe acceptable procedures for shaving.

STUDY ASSIGNMENTS

Procedures for tub bath, shower, and bed bath

Safety measures when bathing a person

Skin care

Care of teeth, mouth, and dentures

Procedures for assisting with dressing, or changing the person's clothing

Procedures for shampooing and arranging hair

Manicures and pedicures

Procedures for shaving

COURSE UNIT VI

PHYSICAL NEEDS — CLOTHING CARE

- OBJECTIVES:**
- Describe procedures for laundering clothing.
 - Describe procedures for pressing and repairing clothing.
 - Apply storage principles to clothing.
 - Explain how to polish shoes.
 - Summarize procedures for obtaining clothing care services.

TASKS

11. Perform daily clothing care tasks.
12. Launder, iron or press, fold, and put away clothing.

WORK EXPERIENCES

- Give clothing daily care.
- Polish shoes.
- Decide what fabric and colors may be laundered together.

STUDY ASSIGNMENTS

- Procedures for hanging and putting away clothing
- Storage of soiled clothing
- Supplies and procedures for polishing shoes
- Types of fabrics and colors which can be laundered safely together
- Types of soil
- Effects of various laundry supplies and different water temperatures on fabrics and colors
- Types of pretreatment for stain removal

TASKS

WORK EXPERIENCES

STUDY ASSIGNMENTS

Use washer and dryer correctly.

Methods of loading laundry equipment and selecting water levels, temperatures, and times

Importance of thorough rinsing

Purposes and parts of dryer

Procedures for using dryer

Correct procedures for cleaning special articles

Differences between soaps and synthetic detergents and "mild" and "heavy-duty" products

Purposes and uses of fabric softeners and bleaches

Relationship between type of detergent, water temperature, and washing time

Efficient methods of ironing

Convenient arrangement of equipment for ironing

Methods of folding to prevent wrinkles

Suitable storage of clean clothes and linens

Procedures for obtaining clothing care services

Use an iron effectively.

Fold clothes and linens neatly.

Put laundry away carefully.

Obtain clothing care services.

13. Obtain clothing care services as needed.

COURSE UNIT VII

PHYSICAL NEEDS – FOOD

- OBJECTIVES: Summarize nutritional needs of older persons.
- Explain guides for planning nutritious meals.
- Describe procedures to be used in the preparation of quality food products.
- Recognize principles of sanitation which apply to food preparation.
- Describe procedures for setting the table for different types of service.

TASKS

14. Help plan suitable meals for persons.

WORK EXPERIENCES

Observe special nutritional needs and food problems of older persons.

Use Daily Food Guide in menu planning.

Recognize personal habits, likes, and dislikes.

15. Follow standard procedures for preparing a variety of foods.

Follow standard recipes accurately.

STUDY ASSIGNMENTS

Daily Food Guide

Nutritional needs of older persons

Diet terminology

Kinds of diets and diet supplements

Menu planning

Common food habits of older persons

Terminology, abbreviations, substitutions, and equivalents used in recipes

Importance of following standard procedures when using a recipe

Characteristics of a standard recipe

TASKS

16. Observe sanitary practices in handling food and equipment.

WORK EXPERIENCES

Use standard weights and measures in preparing foods.

Prepare foods following standardized procedures and recipes.

Assemble ingredients and equipment for various processes of food preparation.

Store food and supplies in appropriate facilities.

Care for storage facilities.

Use judgment in handling food, equipment, and supplies in a sanitary manner.

Wash dishes and utensils using efficient, sanitary techniques, and appropriate materials and equipment.

STUDY ASSIGNMENTS

Procedures to follow when measuring and weighing foods

Various processes of food preparation

Correct procedures for assembling ingredients and equipment

Correct temperatures for preparing foods

Principles of storing food and supplies

Temperatures for various kinds of storage

Types of food-borne illnesses

Ways disease and food-borne illnesses may be spread through careless handling of contaminated utensils, equipment, and food

Procedures to follow to prevent food-borne illnesses

Necessity for evaluation of personal habits related to cleanliness and sanitation

Appropriate procedures for dishwashing

Proper use and care of dishwashing equipment

TASKS

17. Serve meals in manner prescribed by employer.

WORK EXPERIENCES

Perform housekeeping tasks assigned in an efficient and sanitary manner.

Set tables in manner prescribed by employer.

Serve food using appropriate procedures.

Examine trays for completeness according to a prescribed manner.

Serve food in appetizing manner and in appropriate quantities.

Feed the person when necessary.

STUDY ASSIGNMENTS

Importance of maintaining all surfaces in a sanitary manner

Difference between cleaning and sanitizing

Procedures for cleaning and sanitizing surfaces and equipment

Terms related to table settings

Methods of setting table

Techniques used in serving food

Order in which service is performed for different meals

Importance of scanning trays to make sure that all trays contain the specified portions to meet the qualifications and standards of the menu

Ways to serve food in an attractive manner

Quantities of food appropriate for persons

Procedures for handling food

Importance of eating as a social occasion

Equipment for feeding a person

Procedures for feeding a person

COURSE UNIT VIII

PHYSICAL NEEDS – MAINTAINING LIVING AREAS

- OBJECTIVES: Follow correct procedures in selection, use, and care of the equipment and supplies necessary for performing tasks.
- Follow acceptable methods and sequences when performing all cleaning tasks.
- Recognize and use sanitary procedures in performing all cleaning tasks.
- Relate elements and principles of design to arranging flowers and accessories.

TASKS

18. Perform cleaning tasks as needed to maintain clean, orderly, and attractive living areas.

WORK EXPERIENCES

Plan sequence of cleaning tasks.

Evaluate own work.

Recognize safety hazards that may cause accidents.

Collect and empty trash, ashtrays, partially filled glasses, pitchers, and ice buckets.

STUDY ASSIGNMENTS

Sequencing tasks to avoid upsetting daily routine of the person

Proper equipment and supplies to use in performing tasks

Correct use of a variety of equipment and supplies to minimize confusion and noise

General procedures to follow in the care of equipment and supplies

Safety principles necessary in using equipment and supplies

Principles of body mechanics

Procedures for collecting and emptying trash and glasses

TASKS

WORK EXPERIENCES

STUDY ASSIGNMENTS

Remove and replace light bulbs when necessary.

Clean different types of flooring using proper method of cleaning.

Use a variety of cleaning and sanitizing supplies.

Use vacuum attachments or dust cloth and furniture polish.

Remove soiled linens and deposit in designated places.

Put clean linens on bed quickly and efficiently.

Care for houseplants, and arrange flowers and accessories.

Safety procedures to follow in removing and replacing light bulbs

Major categories of flooring and acceptable methods for cleaning each type

Different types of mopping

Procedures for dusting, mopping, and scrubbing

Purpose of sanitizing bathroom

Procedure for cleaning and sanitizing bathroom

Methods of dusting and polishing furniture

Procedure for removing bed linens

Careful and sanitary handling of linens

Methods of bedmaking required by employer

Care of houseplants

Elements and principles of design

Types of flower arrangements

Procedures for making flower arrangements

Arranging accessories

19. Make beds.

20. Care for decorative accessories.

COURSE UNIT IX

PHYSICAL NEEDS – HEALTH AND SAFETY

- OBJECTIVES: Recognize importance of observing safety practices and being alert to safety hazards.
- Identify proper first aid practices and know limits of aid which can be administered.
- Describe symptoms of illness.

TASKS	WORK EXPERIENCES	STUDY ASSIGNMENTS
21. Observe proper safety measures to prevent accidents.	Help ensure safety of persons.	Types of home accidents
	Observe safety regulations.	Causes of home accidents
	Observe and remove sources of danger.	Hazards to older and handicapped persons
	Keep the home orderly and safe.	Safety practices in care of persons
22. Take appropriate actions in an emergency.	Remain calm when emergencies occur.	Importance of foreseeing and avoiding hazardous situations
	Apply appropriate first aid measures for cuts, burns, or fainting.	Need to inform director of the home concerning problems such as hazards, maintenance needs, need for safety devices
	Handle emergencies calmly and intelligently.	Procedures to follow for various emergencies
		Proper methods of first aid treatment for minor accidents

TASKS

23. Observe accepted procedures for reporting signs of illness or discomfort in persons.

WORK EXPERIENCES

Fill out an accident or incident report.

Recognize and report early signs of illness or discomfort in persons.

STUDY ASSIGNMENTS

Information needed for accident or incident report

Importance of completeness and accuracy in filling out report

Reasons for, and uses of accident and incident reports

Characteristic symptoms of illness or discomfort

Prevention of decubitus ulcers (bedsores)

Care of the patient with decubitus ulcers

COURSE UNIT X

PHYSICAL NEEDS – SPECIAL PROBLEMS

- OBJECTIVES:**
- Describe procedures for care of the bed patient.
 - Explain how to transfer a person from one place to another.
 - Explain ways to assist a person with walking or exercise.
 - Utilize appropriate procedures in care of the person with special problems.

TASKS

24. Move person as needed.

25. Assist persons who have various handicaps.

WORK EXPERIENCES

Turn person in bed.

Assist bed patient with elimination.

Transfer person.

Help person with walking.

STUDY ASSIGNMENTS

Use of bed rails

Turning bedfast person in bed

Procedures for turning person

Procedures for placing person on bedpan

Procedures for offering urinal

Care of the incontinent patient

Procedures for transferring person from bed to chair, chair to walker, wheelchair to elevated toilet, chair to bathtub

Operation of a wheelchair

Precautions when assisting with walking

Procedures for assisting persons in walking

Walking devices

TASKS

WORK EXPERIENCES

STUDY ASSIGNMENTS

Assist with exercises.

Routine exercises

Importance of physical therapist's
guidance in use of proper methods

Care for hearing aid.

Care of the hearing aid

Help the patient to communicate.

Ways to assist the hearing- or speech-
handicapped person to communicate

Care for the blind person.

Guidelines in care of a blind person

Care for the mentally ill person.

Guidelines in care of the mentally ill
person

COURSE UNIT XI

PHYSICAL NEEDS – RECREATION

- OBJECTIVES:
- List recreational needs and interests of persons.
 - Describe ways to motivate participation in recreational activities.
 - Demonstrate ability to select and read materials suitable for the person.
 - Direct games appropriate for persons.
 - Plan programs and activities for persons.

TASKS

26. Assist with recreational activities for persons.

WORK EXPERIENCES

Determine needs and interests of persons.

Motivate the person to participate in recreational activities.

Establish rapport with others.

Select and read suitable materials to the person.

Select and play appropriate games with person.

STUDY ASSIGNMENTS

Needs and interests of persons

Individual and group activities enjoyed by persons

Techniques for motivating participation

Importance of sensitivity

The art of conversation

Use of library

Selection of suitable materials

Techniques for reading aloud

Games appropriate for persons

TASKS

WORK EXPERIENCES

Plan programs and activities of interest to persons.

STUDY ASSIGNMENTS

Planning and organizing programs, activities, and recreation such as:

Arts and crafts

Music

Writing and journalism

Physical activities

Social activities

COURSE UNIT XII

PERSONAL, SOCIAL, AND BUSINESS MATTERS

- OBJECTIVES:
- Describe responsibilities of companion on shopping trips and errands.
 - Describe procedures for keeping records and receipts of money.
 - Explain role of companion on social calls.
 - Demonstrate social poise when entertaining and acting as a host or hostess.
 - Describe ways to entertain a person.
 - Employ rules for writing letters and notes.
 - Demonstrate telephone etiquette.

TASKS

27. Accompany person to barber shop, beauty shop, doctor's office, shopping, or to a movie.
28. Shop and run errands for the person.

WORK EXPERIENCES

- Assist the person with personal matters.
- Identify information needed for making specific purchases or arrangements.

STUDY ASSIGNMENTS

- Role of companion when accompanying person in public places
- Reasons for checking with employer before agreeing to shop or run errands
- Information needed when shopping for a person
- Importance of accuracy in taking orders
- Types of questions to use in determining needs
- Principles of consumer buying

TASKS

29. Accompany person to church, to social gatherings, to call on friends.
30. Assist the person in entertaining family and friends.
31. Assist the person with correspondence and telephone calls.

WORK EXPERIENCES

- Assume an appropriate role on social calls.
- Perform duties of a host or hostess.
- Make introductions.
- Observe rules of etiquette.
- Prepare refreshments and simple guest meals.
- Write social letters and notes.
- Address greeting cards.
- Use telephone following appropriate procedure.

STUDY ASSIGNMENTS

- Handling money
- Records and receipts
- Importance of accuracy in handling money
- Role of companion when accompanying person socially
- Obligations of the host or hostess
- Guidelines for introductions
- Rules of etiquette
- Refreshments
- Simple guest menus
- Letter writing
- Telephone etiquette
- Necessity for accuracy in recording information resulting from telephone conversations

Legend: Training Plan for Home Economics Careers in Personal Services

Information in Record of Studies Column:

1. Roman Numerals – Course Unit Outlines, Personal Services, *Guidebook for Home Economics Cooperative Education*. Lubbock, Texas: Home Economics Instructional Materials Center, 1981.
2. Capital Letters – Required References (listed below)
3. Specific Numbers – Page Assignments

Required References and Code:

- A. Brickner, Philip W., ed. *Care of the Nursing-Home Patient*. New York: Macmillan Publishing Company, Inc., 1971.
- B. Caldwell, Esther, and Hegner, Barbara R. *Geriatrics: A Study of Maturity*. Albany, New York: Delmar Publishers, 1975.
- C. O'Brien, Maureen J. *The Care of the Elderly Person*. 2nd ed. St. Louis, Missouri: The C.V. Mosby Company, 1975.
- D. *Housekeeping Management Assistant*. Student ed. Lubbock, Texas: Home Economics Instructional Materials Center, 1979. [NOTE: Required references for *Housekeeping Management Assistant* must also be provided.]
- E. Lewis, Dora S.; Peckham, Gladys C.; and Hovey, Helen S. *Family Meals and Hospitality*. New York: Macmillan Publishing Company, Inc., 1972. (State adopted textbook)
- F. Baldrige, Letitia. *The Amy Vanderbilt Complete Book of Etiquette: A Guide to Contemporary Living*. Rev. ed. Garden City, New York: Doubleday & Company, Inc., 1978.

WORK EXPERIENCES TO BE PROVIDED	RECORD OF WORK	OUTLINE OF STUDY ASSIGNMENTS	RECORD OF STUDIES
Training Plan for Home Economics Careers in Personal Services			
1. List purposes and nature of homes for older persons in the community		Purposes and objectives of personal services Characteristics of approved homes Laws and regulations for homes	I A-13-19 B-46-54, 88-95 C-37-51
2. Requirements for a personal services worker Analyze employment opportunities and training needs Evaluate own suitability as a personal services worker		Responsibilities of personal services worker Importance of personal services worker Employment opportunities Personal characteristics desirable for personal services worker	(Tasks 1 through 3)
3. Accept and follow home policies		Follow home regulations	
4. Work under supervision and follow directions		Cooperation of home staff Influence of others on behavior of persons Ethical principles in working with persons and staff	II A-91-99 C-82-97, 98-106, 61-70
5. Plan with staff		Importance of group planning	(Tasks 4 through 7)
6. Evaluate own qualities and performance		Self-evaluation Using results of self-evaluation to improve performance	
7. Assume duties beyond giving and receiving instructions Maintain routines and activities		Assuming responsibilities contributing to the program of the home Importance of schedule and routines Daily schedule of activities	
8. Help create comfortable environment and help person feel secure and confident		Family life cycle Basic needs Psychological and emotional changes Role changes Physical changes Disabilities common to the older person Needs created by disabilities Characteristics of older persons	III A-61-71, 100-167 B-7-33 C-7-36, 107-118 (Task 8)

WORK EXPERIENCES TO BE PROVIDED	RECORD OF WORK	OUTLINE OF STUDY ASSIGNMENTS	RECORD OF STUDIES
9. Help person accept stage in life cycle Help person maintain dignity, sense of worth, and interest in life Understand emotions of older persons Be consistent in relationships with persons		Ways to help person accept stage in life cycle Teaching routines of home Working with patient's family Encouraging self-help Helping persons broaden horizons Religious and cultural influences Emotional needs of older persons Emotional characteristics of older persons Dealing with behavioral problems Terminal illness and death Importance of good humor Reacting to unpleasant situations	IV A-3-10, 21-31 B-151-162, 34-39 C-73-81 (Task 9)
10. Prepare and give bath Assist with oral hygiene Assist or dress persons Shampoo and arrange hair Give manicures and pedicures Follow procedures for shaving		Tub bath, shower, and bed bath Safety measures when bathing Skin care Care of teeth, mouth, and dentures Assisting or dressing person Procedures for hair care Manicures and pedicures Procedures for shaving	V A-33-36, 185-191 B-96-105 (Task 10)
11. Perform daily clothing care Polish shoes		Putting away clothes Storing soiled clothes Polishing shoes	VI D-209-246 (Tasks 11 through 13)
12. Sort laundry by fabrics and colors Use washer and dryer correctly Use iron effectively Fold clothes and linens Store clean clothes and linens correctly		Sorting and pretreating of laundry Procedures for using washer and dryer Laundry products and their use Efficient methods of ironing Arranging ironing equipment Folding to prevent wrinkles Suitable storage of clean clothes and linens	
13. Obtain clothing care services		Obtaining clothing care services	

WORK EXPERIENCES TO BE PROVIDED	RECORD OF WORK	OUTLINE OF STUDY ASSIGNMENTS	RECORD OF STUDIES
—14. Observe nutritional needs and food problems Plan menus Recognize food habits		Daily Food Guide Nutritional needs of older persons Diet terminology Diets and diet supplements Menu planning Food habits of older persons	VII A-73-88, 36-40 B-106-113 E-12-41, 59-93, 106-361
—15. Follow standard recipes accurately Use standard weights and measures Follow standardized procedures for food preparation Assemble ingredients and equipment for various processes of food preparation		Terminology, abbreviations, substitutions, and equivalents used in recipes Standard recipes and procedures Measuring and weighing foods Food preparation Correct procedures for assembling ingredients and equipment for cooking Importance of correct temperature in food preparation	(Tasks 14 through 17)
—16. Store food and supplies in appropriate facilities Care for storage facilities Handle food, equipment, and supplies in sanitary manner Wash dishes and utensils Perform housekeeping tasks in efficient and sanitary manner Clean tables and chairs		Principles of storing food and supplies Temperatures for various kinds of storage Food-borne illnesses Evaluation of personal habits Procedures for dishwashing Cleaning and sanitizing surfaces and equipment Procedures for cleaning tables and chairs	NOTE – The <i>Food Service Study Guide</i> provides additional help for Task 16
—17. Set table in manner prescribed by employer Serve food using appropriate procedures Examine trays for completeness Serve in appetizing manner and in appropriate quantities Feed the person		Terms related to table settings Methods of setting tables Techniques in serving food Order of service Scanning trays for portions and quality Ways to make food attractive Appropriate quantities Procedures for handling food Eating as a social occasion Equipment needed Procedures for feeding persons	

WORK EXPERIENCES TO BE PROVIDED	RECORD OF WORK	OUTLINE OF STUDY ASSIGNMENTS	RECORD OF STUDIES
18. Plan sequence of cleaning tasks Evaluate own work Selection, use, and care of equipment and supplies Recognize hazards Collect and empty containers Replace light bulbs Clean different types of flooring Use sanitizing supplies Use vacuum attachments or dust cloth and furniture polish		Sequencing tasks to avoid upsetting routines Cleanliness standards Selection, safe use, and care of cleaning equipment and supplies Safety principles Principles of body mechanics Collecting and emptying trash containers, glasses, water bottles, etc. Safety in replacing light bulbs Cleaning various types of flooring Cleaning and sanitizing bathrooms Dusting and polishing furniture	VIII D-77-84, 31-62, 133-140, 197-202, 159-162, 151-158 (Tasks 18 through 20)
19. Remove soiled linens and deposit in designated places Put clean linens on bed quickly and efficiently		Removing bed linens Handling of linens Methods of bedmaking	
20. Care for houseplants, and arrange flowers and accessories		Care of houseplants Elements and principles of design Types of flower arrangements Procedures for arranging flowers Arranging accessories	
21. Help ensure safety of persons Observe safety regulations Observe and remove sources of danger Keep home orderly and safe		Types and causes of home accidents Hazards to older and handicapped persons Safety practices in care of persons Foreseeing and avoiding hazardous situations Informing director of safety and maintenance problems	IX A-169-182, 98-99 B-114-121 (Tasks 21 through 23)
22. Remain calm in emergencies Apply first aid Fill out accident or incident report		Procedures for emergencies First aid for minor injuries Information needed for report Importance of completeness and accuracy Reasons for, and uses of accident and incident reports	

WORK EXPERIENCES TO BE PROVIDED	RECORD OF WORK	OUTLINE OF STUDY ASSIGNMENTS	RECORD OF STUDIES
____ 23. Recognize and report early signs of illness and discomfort		Characteristic symptoms of illness or discomfort Prevention of bedsores Care of patient with decubitus ulcers (bedsores)	
____ 24. Turn person in bed Assisting bed patient with elimination Transfer person		Turning bedfast person Procedures for turning patient Placing patient on bedpan Procedures for offering urinal Care of the incontinent patient Procedures for transferring person Operation of a wheelchair	X A-211-265, 285-337, 40-45, 52-54 B-82-87 (Tasks 24 and 25)
____ 25. Help with walking Assist with exercises Care for hearing aid Help person communicate Care for blind person Care for mentally ill		Procedures for assisting with walking Walking devices Routine exercises Importance of physical therapist's guidance in use of proper exercise methods Care of the hearing aid Assisting person with speech or hearing handicap to communicate Guidelines in care of the blind Guidelines in care of the mentally ill	
____ 26. Determine needs and interests of persons Motivate participation in recreational activities Establish rapport Read to person Play games with persons Plan programs and activities of interest to persons		Needs and interests of persons Individual and group activities enjoyed by persons Motivating participation Importance of sensitivity Art of conversation Use of library Suitable materials Reading aloud Games Planning and organizing programs, activities, and recreation of persons	XI A-267-283 B-61-66, 67-74 (Task 26)
____ 27. Assist person on trips away from home, as the doctor's office, shopping, etc., to attend to business or personal matters		Role of personal services worker when accompanying person in public places	XII F-287-432, 495-552, 679-693, 748-753 (Tasks 27 through 31)

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WORK EXPERIENCES TO BE PROVIDED	RECORD OF WORK	OUTLINE OF STUDY ASSIGNMENTS	RECORD OF STUDIES
28. Identify information needed for making specific purchases or arrangements		Reasons for checking with employer before agreeing to shop or run errands Information needed for shopping Importance of accuracy in taking orders Questions to determine needs Consumer buying Handling money accurately Records and receipts	
29. Assume appropriate role on social calls, such as to visit with family or friends, other social gatherings, church, etc.		Role of personal services worker when accompanying person socially	
30. Perform duties of host or hostess when person entertains guests Make introductions Observe rules of etiquette Prepare refreshments and simple guest meals		Obligations of host or hostess Guidelines for introductions Rules of etiquette Refreshments Simple guest menus	
31. Write letters and notes Address greeting cards, etc. Use telephone correctly		Letter writing Telephone etiquette Recording information	

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OTHER

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HOME ECONOMICS COOPERATIVE EDUCATION OCCUPATIONS
IN OTHER HOME ECONOMICS RELATED AREA

<i>USOE Code</i>	<i>Home Economics Area</i>	<i>DOT Code</i>	<i>DOT Occupational Title</i>	<i>Training Plan Master</i>
09.0299	Other	195.227-014	Recreational Leader	Home Economics Careers in
		359.567-010	Reducing Salon Attendant	Recreation and Physical Fitness
		297.354-010	Demonstrator	Home Economics Careers
				in Demonstrating

JOB ANALYSIS FOR HOME ECONOMICS CAREERS IN RECREATION AND PHYSICAL FITNESS

(Used in interviews with directors of physical fitness centers, health spas, figure salons, "Y's," and gyms)

Name of Facility _____ Date _____

Person Interviewed _____ Interviewer _____

DIRECTIONS: Please check in the appropriate column the responsibilities you expect a student to assume when working in your facility.

A student preparing for home economics careers in recreation and physical fitness assumes numerous responsibilities assisting with personal analysis, planning diets and exercise programs, and leading exercises in situations such as a physical fitness center, health spa, figure salon, "Y," and gym. Working under the supervision of experienced personnel, the student performs the following functions:

TASKS	DAILY	OCCASION- ALLY	DOES NOT APPLY	COMMENTS
1. Help to evaluate own progress in meeting job responsibilities.				
2. Observe policies of the establishment concerning work schedules, absences, and other regulations.				
3. Accept instruction and guidance from supervisory personnel.				
4. Work as a member of the team, rotating job responsibilities as outlined by supervisory personnel.				
5. Assist other employees when necessary.				
6. Answer telephone and perform clerical duties when necessary.				
7. Greet and assist members in a pleasant way.				
8. Work in an efficient manner.				
9. Assist with personal analysis of members.				
10. Weigh and measure members.				

TASKS	DAILY	OCCASION- ALLY	DOES NOT APPLY	COMMENTS
11. Help plan diets for members.				
12. Plan menus and develop recipes for members.				
13. Tabulate calories.				
14. Help develop exercise programs for members.				
15. Use exercise terminology correctly.				
16. Direct exercise routines for members.				
17. Demonstrate and supervise use of exercise machines.				
18. Supervise use of steam cabinet, sauna, whirlpool, showers, and swimming pool.				
19. Assist members in developing body poise.				
20. Aid members in improving body mechanics.				
21. Help maintain safe facilities.				
22. Practice safe procedures.				
23. Enforce safety rules of establishment.				
24. Stay alert to situations involving hazards to member's safety.				
25. Assist in administering first aid for minor injuries.				
26. Demonstrate various aspects of physical fitness.				
27. Lecture and conduct classes on physical fitness to groups in schools and community.				

TASKS	DAILY	OCCASION- ALLY	DOES NOT APPLY	COMMENTS
28. Sort laundry.				
29. Use laundry equipment and supplies correctly.				
30. Iron or press clothes.				
31. Fold and store clean clothes and linens.				
32. Assist in keeping facility clean and orderly.				

COURSE UNIT OUTLINE FOR HOME ECONOMICS CAREERS
IN RECREATION AND PHYSICAL FITNESS

COURSE UNIT I

WHAT ARE RECREATION AND PHYSICAL FITNESS CAREERS?

OBJECTIVES: Become aware of tasks and competencies involved in working as a recreation and physical fitness employee.
Evaluate self in terms of personal qualities related to success as a recreation and physical fitness employee.

TASKS

WORK EXPERIENCES

STUDY ASSIGNMENTS

1. Help to evaluate own progress in meeting job responsibilities.

Relate job responsibilities to personal qualities and to the type of physical fitness facility.

Job opportunities in the physical fitness field

Tasks assumed by employees in physical fitness facilities

Personal qualities and abilities needed by successful recreation and physical fitness employees

Evaluate self in terms of abilities to meet job responsibilities.

Importance of self-evaluation criteria for successful performance of job

Ways to use criteria to evaluate personal progress in meeting job requirements

COURSE UNIT II

RECREATION AND PHYSICAL FITNESS EMPLOYEE – MEMBER OF A TEAM

- OBJECTIVES:**
- Identify policies and procedures which relate to the position of recreation and physical fitness employee.
 - Recognize the relationship between job success and interpersonal relationships.
 - Apply policies and rules of conduct to particular job.
 - Describe attitudes toward interpersonal relationships (employer-employee, employee-employee, member-employee) which are conducive to job success.
 - Practice techniques which make the member feel welcome and comfortable.
 - Apply principles of motion economy to tasks performed on the job.
 - Evaluate own work habits and plan for self-improvement.

TASKS

2. Observe policies of the establishment concerning work schedules, absences, and other regulations.
3. Accept instruction and guidance from supervisory personnel.

WORK EXPERIENCES

- Accept and follow policies of the establishment.
- Accept and follow direction and instruction from supervisors.

STUDY ASSIGNMENTS

- Typical policies and procedures of business and "Y's"
- Importance of following policies and procedures in a particular establishment
- Need for flexibility in performance of duties as a recreation and physical fitness employee
- Attitudes which contribute to effective employer-employee, member-employee, and employee-employee relationships

TASKS

4. Work as a member of the team, rotating job responsibilities as outlined by supervisory personnel.
5. Assist other employees when necessary.
6. Answer telephone and perform clerical duties when necessary.
7. Greet and assist members in a pleasant and efficient way.
8. Work in an efficient manner.

WORK EXPERIENCES

- Assist other employees.
- Answer telephone following prescribed procedure.
- Perform clerical duties assigned to a recreation and physical fitness employee.
- Establish rapport with members.
- Assist members.
- Leave a good impression with members.
- Perform tasks in an efficient manner.
- Maintain clean and orderly facilities.

STUDY ASSIGNMENTS

- Importance of willingness to accept and carry out various assigned tasks
- Necessity of working cooperatively with other employees
- Telephone etiquette
- Necessity for accuracy in recording information resulting from telephone conversation
- Importance of neatness and accuracy in performing clerical duties
- Procedures for enrolling members
- Daily inventory of membership
- Importance of first impressions
- Public relations
- Procedures for assisting members
- Importance of positive member contacts
- Efficient work methods suitable for a recreation or physical fitness establishment
- Importance of cleanliness in the recreation or physical fitness facility

COURSE UNIT III
PERSONAL ANALYSIS

OBJECTIVES: Analyze member's weight and figure problems.
Describe procedures for weighing and measuring members.

TASKS

9. Assist with personal analysis of members.

10. Weigh and measure members.

WORK EXPERIENCES

Follow procedures of establishment in conducting personal analyses of members.

Follow acceptable procedures for weighing and measuring members.

STUDY ASSIGNMENTS

Desirable weight for height and frame size

Body proportions of men and women

Causes and dangers of being overweight, underweight, and unfit

Importance of physician's approval before beginning diet or exercise program

Procedures for taking weight and body measurements

COURSE UNIT IV FOOD FOR FITNESS

OBJECTIVES: Demonstrate ability to plan diets for weight reduction, gain, or maintenance.

Plan attractive and nutritious menus.

Compute the number of calories consumed in a day.

TASKS

WORK EXPERIENCES

STUDY ASSIGNMENTS

11. Help plan diets for members.

Observe nutritional needs in planning diets to aid member in weight reduction, gain, or maintenance.

Nutritional needs

Caloric needs

Food fads and fallacies

Diet terminology

Diet planning for weight reduction, gain, or maintenance

12. Plan menus and develop recipes for members.

Observe principles of menu planning.

Menu planning

Food preparation techniques

Principles of cookery

Principles for testing recipes

13. Tabulate calories.

Follow procedures of establishment in tabulating calories consumed by members.

Using calorie charts

Calculating calories consumed

COURSE UNIT V

EXERCISE FOR RECREATION AND PHYSICAL FITNESS

OBJECTIVES: Propose exercises for specific purposes.

Describe procedures for performing exercises and using safely exercise equipment and machines.

TASKS

14. Help develop exercise programs for members.

15. Use exercise terminology correctly.

16. Direct exercise routines for members.

WORK EXPERIENCES

Follow procedures of establishment in developing exercise programs for members.

Use proper terminology in describing exercises.

Explain how to perform exercises and use exercise equipment.

STUDY ASSIGNMENTS

Importance of exercise for good posture and figure control

Exercises for specific needs

Personal exercise chart

Terms related to movements of body or parts of body

Quantity of exercises advisable

Kinds of exercises

Warm-up activities

Starting positions

Exercise equipment

Performing exercises

Importance of performing exercises properly

Exercise games

Safety in performing exercises

TASKS

WORK EXPERIENCES

STUDY ASSIGNMENTS

Harmful exercises:

Straight-legged situps (unless the person has a flat back)
Two-legged straight leg lifts
Standing, bouncing exercises
Exercises which tend to hyperextend the back to a marked degree
Deep knee bends where heels come off the floor

Determining part of body exercised

Determining level of difficulty of exercise

Determining whether exercise could be harmful

Types of exercise machines

Purposes of exercise machines

Uses of exercise machines

Safety in using exercise machines

Use of steam cabinet, sauna, whirlpool

Safety in use of steam cabinet, sauna, whirlpool, showers

Pool exercises

Swimming pool safety

Lifesaving

Evaluate exercises.

Describe procedures and uses of exercise machines used at establishment.

Explain how to use safely steam cabinet, sauna, whirlpool, showers, and swimming pool.

Save a drowning person.

17. Demonstrate and supervise use of exercise machines.

18. Supervise use of steam cabinet, sauna, whirlpool, showers, and swimming pool.

COURSE UNIT VI

POISE AND BODY MECHANICS

OBJECTIVES: Describe body poise for specific situations.

Explain body mechanics for specific tasks.

TASKS

19. Assist members in developing body poise.

20. Aid members in improving body mechanics.

WORK EXPERIENCES

Demonstrate basic body alignment.

Show poise suitable for specific situations.

Demonstrate basic body mechanics.

Suggest ways member can improve own body mechanics.

STUDY ASSIGNMENTS

Basic body alignment

Body poise in specific situations

Body mechanics for bending, stooping, reaching, pushing, and pulling

Importance of tact in making suggestions

COURSE UNIT VII

SAFETY AND FIRST AID

- OBJECTIVES:** Recognize importance of observing safety practices and being alert to hazards.
- Identify proper first aid practices and know limits of aid which can be administered.

TASKS

WORK EXPERIENCES

STUDY ASSIGNMENTS

21. Help maintain safe facilities.	Recognize causes of accidents, and ways to prevent them.	Causes of accidents and injuries
	Encourage safe habits in exercising and using equipment.	Safety precautions in exercise and use of equipment
22. Practice safe procedures.	Observe safe procedures.	Importance of observing safe procedures
		Appropriate methods for lifting and carrying objects
23. Enforce safety rules of the establishment.	Encourage members to observe rules for exercise and use of equipment.	Importance of rules in preventing accidents
		Procedures for enforcing safety rules
24. Stay alert to situations involving hazards to members' safety.	Observe and remove sources of danger.	Importance of foreseeing and avoiding hazardous situations
	Keep establishment orderly and safe.	Need to inform director of the establishment of problems, such as equipment hazards, maintenance needs
25. Assist in administering first aid for minor injuries.	Remain calm when accidents occur.	Procedures to follow when an accident occurs
	Apply first aid to minor injuries.	Proper methods of first aid
	Handle minor emergencies calmly and intelligently.	

COURSE UNIT VIII

DEMONSTRATIONS AND LECTURES

- OBJECTIVES:** Relate the principles of design to demonstrations.
- Plan demonstrations on recreation and physical fitness.
- Plan interesting ways to present information on recreation and physical fitness.

TASKS

26. Demonstrate various aspects of recreation and physical fitness.
27. Lecture and conduct classes on recreation and physical fitness to groups in schools and community.

WORK EXPERIENCES

- Plan and present informative demonstrations on diet and exercise.
- Prepare lectures and conduct classes on diet and exercise.

STUDY ASSIGNMENTS

- Effective uses of demonstrations
- Procedures for planning demonstrations
- Setting up a demonstration
- Importance of own appearance and appearance of work area
- Demonstration techniques
- Planning a speech or program
- Presenting a speech or program

COURSE UNIT IX
LAUNDRY PROCEDURES

OBJECTIVES: Describe accepted procedures for use of laundry equipment and care of clean laundry.

TASKS	WORK EXPERIENCES	STUDY ASSIGNMENTS
28. Sort laundry.	Decide what fabrics and colors may be laundered together.	Types of fabrics and colors which can be laundered safely together Types of soil
29. Use laundry equipment and supplies correctly.	Use laundry supplies correctly.	Effects of various laundry supplies and different water temperatures on fabrics and colors Types of pretreatment for stain removal Difference between soaps and synthetic detergents, and "mild" and "heavy-duty" products Purposes and uses of fabric softeners and bleaches Relationship between type of detergent, water temperature, and washing time Methods of loading laundry equipment and selecting water levels, temperatures, and times Purposes of parts of dryer Procedures for using dryer Correct procedures for cleaning special articles
	Use washer and dryer correctly.	

TASKS

30. Iron or press clothes.

31. Fold and store clean clothes and
linens.

WORK EXPERIENCES

Use an iron efficiently.

Fold clothes and linens neatly.

Put laundry away carefully.

STUDY ASSIGNMENTS

Efficient methods of ironing

Convenient arrangement of equipment
for ironing

Methods of folding to prevent wrinkles

Suitable storage of clean clothes and
linens

COURSE UNIT X

CARE AND MAINTENANCE

OBJECTIVES: Use recommended procedures for cleaning and maintaining facilities.

TASKS

32. Assist in keeping facilities clean and orderly.

WORK EXPERIENCES

Select appropriate supplies for dusting tables, shelves, furniture, equipment.

Keep supplies in order for easy accessibility.

Use a variety of cleaning and sanitizing supplies

Perform tasks in a way that prevents spread of infection.

STUDY ASSIGNMENTS

Importance of cleaning tasks and attitudes toward performing tasks

Selection of the appropriate supplies for each cleaning task

Application of work simplification techniques to the performance of cleaning tasks (management of time and energy)

Principles of motion economy

Purpose of sanitizing restroom and shower room

Procedures for cleaning and sanitizing restroom and shower room

Care of exercise equipment, machines, and supplies

Reasons for disinfecting

Conditions affecting bacterial growth

Types and uses of disinfectants

TASKS

WORK EXPERIENCES

STUDY ASSIGNMENTS

Clean different types of flooring using proper method of cleaning.

Major categories of flooring and acceptable methods for cleaning each type

Different types of mopping

Procedures for dusting, mopping, and scrubbing

Select and use recommended wax, and methods of application according to type of floor.

Differences in types of waxes

Procedures used for waxing floors

Principles of motion economy

Work simplification methods in relation to floor care

Legend: Training Plan for Home Economics Careers in Recreation and Physical Fitness

Information in Record of Studies Column:

1. Roman Numerals – Course Unit Outlines, Physical Fitness Assistant, *Guidebook for Home Economics Cooperative Education*. Lubbock, Texas: Home Economics Instructional Materials Center, 1981.
2. Capital Letters – Required References (listed below)
3. Specific Numbers – Page Assignments

Required References and Code:

- A. *Royal Canadian Air Force Exercise Plans for Physical Fitness*. Rev. ed. New York: Pocket Books, Inc., 1976.
- B. Cooper, Kenneth H. *Aerobics*. New York: Bantam Books, Inc., 1972.
- C. Barney, Vernon S.; Hirst, Cynthia C.; and Jensen, Clayne R. *Conditioning Exercises: Exercises to Improve Body Form and Function*. 3rd ed. St. Louis, Missouri: The C.V. Mosby Company, 1972.
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- G. White, Ruth Bennett. *Food and Your Future*. Englewood Cliffs, New Jersey: Prentice-Hall, Inc., 1972. (State adopted textbook)
- H. The American National Red Cross. *Standard First Aid and Personal Safety*. Garden City, New York: Doubleday and Company, Inc., 1973.
- I. *Housekeeping Management Assistant*. Student ed. Lubbock, Texas: Home Economics Instructional Materials Center, 1979. [NOTE: Required references for *Housekeeping Management Assistant* must also be provided.]

WORK EXPERIENCES TO BE PROVIDED	RECORD OF WORK	OUTLINE OF STUDY ASSIGNMENTS	RECORD OF STUDIES
Training Plan for Home Economics Careers in Recreation and Physical Fitness			
_____ 1. Relate job responsibilities to self and job Evaluate self		Job opportunities Tasks assumed by employees Qualities and skills needed Self-evaluation Criteria for job performance Criteria for self-evaluation	I
_____ 2. Accept and follow establishment's policies		Policies and procedures of businesses, "Y's," and other establishments Need for flexibility	II
_____ 3. Follow instructions from supervisors		Relationships with others	E-214-230, 255-278, 287-316 F-258-274, 299-322 (Tasks 2 through 8)
_____ 4. Work as a member of the team		Importance of accepting and carrying out assigned tasks	
_____ 5. Assist other employees		Working cooperatively with others	
_____ 6. Answer telephone Perform clerical duties		Telephone etiquette Recording information Neatness and accuracy in performing clerical duties Procedures for enrolling members Daily inventory of membership	
_____ 7. Establish rapport with members Assist members Leave a good impression		Importance of first impressions Public relations Procedures for assisting members Positive member contacts	
_____ 8. Perform tasks efficiently Maintain clean and orderly facilities		Efficient work methods Importance of cleanliness in physical fitness facility	
_____ 9. Assist with personal analyses of members		Desirable weight for height and frame size Body proportions of men and women Causes and dangers of being overweight, underweight, and unfit Importance of physician's approval	III
_____ 10. Weigh and measure members		Procedures for weighing and measuring members	A-13-37 G-365-371 (Tasks 9 through 10)

WORK EXPERIENCES TO BE PROVIDED	RECORD OF WORK	OUTLINE OF STUDY ASSIGNMENTS	RECORD OF STUDIES
____ 11. Plan diets for weight reduction, gain, or maintenance		Nutritional needs Caloric needs Food fads and fallacies Diet terminology Diet planning	IV A-38-175 D-All G-3-35, 309-322, 339-355, 372-391, 407-444 (Tasks 11 through 13)
____ 12. Plan menus Test recipes		Menu planning Food preparation techniques Principles of cookery Principles for testing recipes	
____ 13. Tabulate calories consumed by members		Using calorie charts Calculating calories consumed	
____ 14. Develop recreation and exercise programs for members		Importance of exercise Exercises for specific needs Personal exercise chart	V B-1-173 C-1-135 (Tasks 14 through 18)
____ 15. Use proper terminology in describing exercises		Terms related to movements of body or parts of body	
____ 16. Explain how to perform exercises and use exercise equipment		Quantity and kinds of exercises advisable Warm-up activities Starting positions Exercise equipment Performing exercises properly Exercise games Safety in performing exercises Harmful exercises Determining part of body exercised, level of difficulty, potential harmful effects	
Evaluate exercises			
____ 17. Describe purposes and uses of exercise machines		Types, purposes, and uses of exercise machines	
____ 18. Explain safe use of steam cabinet, sauna, whirlpool, showers, and swimming pool Save a drowning person		Safe use of steam cabinet, sauna, whirlpool, showers Pool exercises Swimming pool safety Lifesaving	
____ 19. Demonstrate body alignment Show poise suitable for specific situations		Basic body alignment Body poise	VI E-355-358 F-348-356, 70-131 (Tasks 19 and 20)
____ 20. Demonstrate body mechanics Suggest ways to improve body mechanics		Body mechanics Tact in making suggestions	
____ 21. Recognize causes of accidents Encourage safe habits		Causes of accidents Safety precautions in exercise and use of equipment	VII H-11-253 (Tasks 21 through 25)

WORK EXPERIENCES TO BE PROVIDED	RECORD OF WORK	OUTLINE OF STUDY ASSIGNMENTS	RECORD OF STUDIES
____ 22. Observe safe procedures		Importance of safety Lifting and carrying objects	
____ 23. Encourage members to observe rules		Rules for preventing accidents Enforcing safety rules	
____ 24. Observe and remove sources of danger Keep establishment orderly and safe		Foreseeing and avoiding hazardous situations Informing director of problems	
____ 25. Remain calm in emergency Apply first aid		Procedures for emergencies First aid for minor injuries	
____ 26. Plan and present demonstration on recreation and physical fitness		Effective uses of demonstrations Planning, setting up, and presenting demonstrations	VIII E-231-241 F-275-284 (Tasks 26 and 27)
____ 27. Prepare lectures and conduct classes on recreation and physical fitness		Planning and presenting a speech or program	
____ 28. Sort laundry by fabrics and colors		Fabric types and colors which may be laundered safely together Types of soil	IX I-209-249 (Tasks 28 through 31)
____ 29. Use laundry supplies correctly Use washer and dryer correctly		Effects of laundry supplies and water temperatures Pretreating stains Loading and operating laundry equipment	
____ 30. Use an iron efficiently		Efficient methods of ironing	
____ 31. Fold clothes and linens neatly Put clothes and linens away carefully		Folding to prevent wrinkles Suitable storage for clean clothes and linens	
____ 32. Select supplies for dusting Keep supplies in order Use cleaning supplies and sanitizing supplies Prevent spread of infection Clean floors Wax floors _____ _____ _____		Importance of cleaning tasks Selection of supplies for tasks Work simplification Motion economy Cleaning and sanitizing restrooms, shower rooms, equipment, machines, supplies Types and uses of disinfectants Dusting, mopping, and scrubbing Waxing floors _____ _____ _____	X I-31-60, 113-118, 123-140, 159-162, 203-208

JOB ANALYSIS FOR HOME ECONOMICS CAREERS IN DEMONSTRATING

(Used in interviews with owners and managers of sewing centers, arts and crafts shops, needlework shops, cosmetic departments or stores; food processors, utility companies, department stores, and appliance stores)

Name of Business _____

Date _____

Person Interviewed _____

Interviewer _____

DIRECTIONS: Please check in the appropriate column the responsibilities you expect a student to assume when working in your business.

A student preparing for home economics careers in demonstrating assumes numerous responsibilities in planning, preparing, presenting, and evaluating demonstrations of equipment, food, sewing, or arts and crafts in such situations as a sewing center, arts and crafts shop, needlework shop, cosmetic department or store, food processor, utility company, department store, or appliance store. Working under the supervision of experienced personnel, the student performs the following functions:

TASKS	DAILY	OCCASION- ALLY	DOES NOT APPLY	COMMENTS
1. Help to evaluate own progress in meeting job responsibilities.				
2. Observe policies of the establishment concerning work schedules, absences, and other regulations.				
3. Accept instruction and guidance from supervisory personnel.				
4. Answer telephone and perform clerical duties when necessary.				
5. Greet and assist customers in a pleasant and efficient way.				
6. Work in an efficient manner.				
7. Become familiar with merchandise.				
8. Read and recall label and product information.				
9. Assist customers in locating merchandise in the store.				
10. Discuss features, qualities, functions, uses, and care of merchandise with customers.				

TASKS	DAILY	OCCASION- ALLY	DOES NOT APPLY	COMMENTS
11. Answer customers' questions about labels, printed information, directions, uses, and care.				
12. Plan the demonstration.				
13. Make preliminary plans for the demonstration.				
14. Set up equipment and supplies for the demonstration.				
15. Present the demonstration.				
16. Evaluate the demonstration.				
17. Utilize the elements and principles of design in developing handouts and demonstration aids.				
18. Plan and prepare consumer information handouts.				
19. Plan, prepare, and utilize visual aids effectively for demonstrations.				
20. Plan, prepare, and utilize audiovisuals effectively for demonstrations.				
21. Plan, set up, maintain, and evaluate store and window displays.				
22. Plan and present television demonstrations.				
23. Plan and present equipment demonstrations.				
24. Plan and present food demonstrations.				
25. Plan and present sewing demonstrations.				
26. Plan and present arts and crafts demonstrations.				
27. Help keep store clean and orderly.				

COURSE UNIT OUTLINE FOR HOME ECONOMICS CAREERS IN DEMONSTRATING

COURSE UNIT I

WHAT ARE DEMONSTRATION CAREERS?

OBJECTIVES: Become aware of tasks and competencies involved in working as a demonstrator.

Evaluate self in terms of personal qualities related to success as a demonstrator.

TASKS

1. Help to evaluate own progress in meeting job responsibilities.

WORK EXPERIENCES

Relate job opportunities to personal qualities and to the type job.

Evaluate self in terms of ability to meet job responsibilities.

STUDY ASSIGNMENTS

Job opportunities in product and equipment demonstration

Tasks assumed by employees in product and equipment demonstration

Personal qualities and abilities needed by a successful demonstrator

Importance of self-evaluation

Criteria for successful performance of a job

Ways to use these criteria to evaluate personal progress in meeting job requirements

COURSE UNIT II

DEMONSTRATOR'S ROLE IN THE RETAIL BUSINESS

- OBJECTIVES:**
- Identify policies and procedures which relate to the position of product and equipment demonstrator.
 - Recognize the relationship between job success and interpersonal relationships.
 - Apply policies and rules of conduct to particular job.
 - Practice techniques which make customers feel welcome and comfortable.
 - Apply principles of motion economy to tasks performed on the job.
 - Evaluate own work habits and plan for self-improvement.
 - Demonstrate familiarity with merchandise and prices.
 - Describe characteristics, uses, and care of merchandise.

TASKS

2. Observe policies of the establishment concerning work schedules, absences, and other regulations.
3. Accept instruction and guidance from supervisory personnel.

WORK EXPERIENCES

- Accept and follow policies of the business firm.
- Accept and follow directions and instructions from supervisors.

STUDY ASSIGNMENTS

- Typical policies and procedures of business establishments
- Importance of following policies and procedures in a particular business operation
- Need for flexibility in performance of duties as a demonstrator
- Attitudes which contribute to effective employer-employee, employee-employee, and customer-employee relationships
- Importance of willingness to accept and carry out various assigned tasks

TASKS

4. Answer telephone and perform clerical duties when necessary.

5. Greet and assist customers in a pleasant and efficient way.

6. Work in an efficient manner.

7. Become familiar with merchandise.

8. Read and recall label and product information.

WORK EXPERIENCES

Answer telephone following prescribed procedure.

Perform clerical duties assigned to a demonstrator.

Establish rapport with others.

Assist customers.

Leave a good impression with customers.

Perform tasks in an efficient manner.

Maintain clean and orderly work surface.

Provide information about merchandise.

Cite information from hang tags, labels, instruction books, guarantees, and other sources.

STUDY ASSIGNMENTS

Telephone etiquette

Necessity for accuracy in recording information resulting from telephone conversations

Importance of neatness and accuracy in performing clerical duties

Importance of first impression

Procedures for assisting customers

Importance of positive contacts with customers

Efficient work methods suitable for a business establishment

Importance of clean work surface and hands when handling merchandise

Maintaining orderly work area

Information about merchandise which may be of interest to customers

Ways to provide information which will help customers reach buying decisions

Information available on merchandise labels, in instruction books, on guarantees, or in other sources

Labeling laws

TASKS

9. Assist customers in locating merchandise in the store.
10. Discuss features, qualities, functions, uses, and care of merchandise with customers.
11. Answer customers' questions about labels, printed information, directions, uses, and care.

WORK EXPERIENCES

- Locate merchandise in store.
- Describe features and qualities of merchandise.
- Use appropriate merchandise terms.
- Recommend uses for various merchandise.
- Recommend care and treatment of various merchandise.
- Remember or locate information in answer to customers' questions.
- Refer customers' questions.

STUDY ASSIGNMENTS

- Importance of keeping informed about new product developments
- Ways to keep up with product developments
- Techniques for learning and remembering location of merchandise
- Construction and production techniques
- Values of various features
- Signs of quality
- Brand names
- Terms related to merchandise
- Uses for which various merchandise is suited
- Care required by various merchandise
- Questions frequently asked by customers
- Maintaining an information file
- Referring questions

COURSE UNIT III

DEMONSTRATIONS

- OBJECTIVES:**
- Plan a demonstration for a specific audience.
 - Arrange room and work area for a demonstration.
 - Make effective use of appearance, personal skills, and demonstration techniques.
 - Evaluate effectiveness of a demonstration.

TASKS

WORK EXPERIENCES

STUDY ASSIGNMENTS

12. Plan the demonstration.

Plan the demonstration to fit the type demonstration.

Fit the presentation to the identified audience.

Types of demonstrations
 In-store demonstrations
 Small group demonstrations and classes
 Large group demonstrations

Planning the demonstration
 Identifying the audience
 Type and size
 Needs
 Fitting presentation to audience needs
 Outlining presentation
 Title
 Introduction
 Body

13. Make preliminary plans for the demonstration.

Plan the work and display areas.

Develop a time plan.

Develop or select audiovisuals.

Planning the work area
 Developing a time plan
 Planning display of finished products
 Developing or selecting audiovisuals

TASKS

WORK EXPERIENCES

STUDY ASSIGNMENTS

14. Set up equipment and supplies for the demonstration.

Plan and develop handouts.

Select equipment for the demonstration.

Identify and obtain supplies needed for the demonstration.

Obtain assistance for the demonstration, if needed.

Plan the setup of demonstration area.

Make a work plan.

Complete preliminary preparations.

Practice the presentation.

Plan transportation of equipment and supplies, if needed.

Evaluate use of time and effort.

Arrange the room for the demonstration.

Set up the work area for the demonstration.

Planning handouts

Selecting equipment

Obtaining supplies

Obtaining assistance for preparation and cleanup

Visualizing setup

Organizing work plan

Completing preliminary preparations

Practicing presentation

Planning transportation of equipment and supplies

Relating time and effort to purposes and priorities of demonstration

Setting up for the demonstration

Room arrangement

Seating

Lighting

Air

Work area

Equipment and supply check

Preparation of equipment

Preparation of supplies

Preparation of completed

items, if needed

TASKS

WORK EXPERIENCES

STUDY ASSIGNMENTS

15. Present the demonstration.

Arrange handouts for the class or demonstration.

Make effective use of appearance, personal skills, and techniques.

Present the demonstration effectively.

16. Evaluate the demonstration.

Evaluate the demonstration using acceptable techniques.

Arrangement of display table
Arrangement of audiovisuals
Handouts

Presenting the demonstration

The demonstrator

Personal appearance

Poise

Self-confidence

Enthusiasm

Posture

Voice and diction

Eye contact

Movement

Gestures

Mannerisms

Encouraging audience participation

Displaying finished products

Techniques

Use of time and effort

Manipulative skills

Neatness of work area

Care of soiled items

Sanitary habits

Safety

Handling mistakes

Evaluating the demonstration

Taping

Rating scales

Audience interest

COURSE UNIT IV

HANDOUTS AND DEMONSTRATION AIDS

OBJECTIVES: Apply the elements and principles of design to developing handouts and demonstration aids.

Develop consumer information handouts.

Develop effective visual and audiovisual aids for demonstrations.

TASKS

17. Utilize the elements and principles of design in developing handouts and demonstration aids.

18. Plan and prepare consumer information handouts.

WORK EXPERIENCES

Relate elements of design to effectiveness of handouts and demonstration aids.

Relate principles of design to effectiveness of handouts and demonstration aids.

Plan consumer information handouts.

Write copy for handouts.

Illustrate or plan illustrations for handouts.

Prepare copy for consumer information handouts.

STUDY ASSIGNMENTS

Elements of design

Line

Shape

Form and space

Color

Texture and pattern

Principles of design

Balance

Proportion

Emphasis

Rhythm

Unity

Consumer information handouts

Planning

Writing

Illustrations

Preparing copy

TASKS

19. Plan, prepare, and utilize visual aids effectively for demonstrations.

20. Plan, prepare, and utilize audio-visuals effectively for demonstrations.

WORK EXPERIENCES

Use the chalkboard effectively.

Plan, develop, and use a variety of visual aids.

Prepare and use audio tapes in demonstrations.

Plan, make, organize, and use slides in demonstrations.

Use films and filmstrips effectively in demonstrations.

Plan, prepare, and use transparencies in demonstrations.

STUDY ASSIGNMENTS

Visual aids

Chalkboard

Posters

Bulletin board

Flannel board

Specimens, models, and mock-ups

Audiovisuals

Tapes

Slides

Films

Filmstrips

Transparencies

COURSE UNIT V

DISPLAYS AND EXHIBITS

OBJECTIVES: Identify props and fixtures used in displays.

Plan merchandise signs.

Drape mannequins and backdrops.

Evaluate the effectiveness of displays.

TASKS

21. Plan, set up, maintain, and evaluate store and window displays.

WORK EXPERIENCES

Select and construct decorative props for use in store or window displays.

Make merchandise signs for displays.

Help set up store and window displays according to prearranged plan, or using own ideas.

Follow recommended procedures for draping (rigging), assembling, flying, and moving merchandise used in displays.

Use appropriate techniques for maintaining displays.

Judge displays using guidelines for effectiveness.

STUDY ASSIGNMENTS

Props or fixtures used in displays

Merchandise signs

Store and window displays

Types
Techniques
Guidelines

Draping

On mannequins
On backdrops

Maintenance of store and window displays

Display effectiveness

COURSE UNIT VI

TELEVISION DEMONSTRATIONS

- OBJECTIVES:**
- Plan television demonstrations.
 - Modify own appearance for television.
 - Evaluation of television demonstration techniques.

TASKS

22. Plan and present television demonstrations.

WORK EXPERIENCES

Plan the television demonstration.

Utilize effective appearance for television.

Use effective television demonstration techniques.

STUDY ASSIGNMENTS

Television demonstrations

- Program planning
 - Physical aspects of studio
 - Timing
 - Available personnel
 - Rehearsals
 - Sponsors
 - Viewer interest
- Television appearance
 - Makeup and grooming
 - Selection of dress
 - Design
 - Color
 - Jewelry
 - Microphone use
 - Appearance of equipment
 - Supplies
- Television techniques

COURSE UNIT VII

EQUIPMENT DEMONSTRATIONS

- OBJECTIVES:**
- Plan an equipment demonstration for a specific purpose.
 - Evaluate the effectiveness of techniques used to demonstrate equipment.

TASKS

23. Plan and present equipment demonstrations.

WORK EXPERIENCES

Develop equipment demonstration for a specific purpose.

Use effective techniques for demonstrating food preparation equipment.

STUDY ASSIGNMENTS

Purposes of equipment demonstrations

- To sell equipment
- To teach buyers to use equipment
- To sell books
- Public service

Types of equipment demonstrations

- Large kitchen equipment
- Small appliances/cookware
- Sewing equipment

Techniques for demonstrating food preparation equipment

Planning

- Equipment
- Supplies
- Timing

Preliminary preparation

Presentation

- Introduction
- Explanation
- Manipulation
- Conclusion

Display

TASKS

WORK EXPERIENCES

Use effective techniques for demonstrating sewing equipment.

STUDY ASSIGNMENTS

Techniques for demonstrating sewing equipment

Planning

Equipment

Supplies

Timing

Preliminary preparation

Presentation

Introduction

Explanation

Manipulation

Conclusion

Display

Stitch samples

Finished projects

COURSE UNIT VIII

FOOD DEMONSTRATIONS

- OBJECTIVES:** Plan a food demonstration for a specific purpose.
- Evaluate the effectiveness of a food demonstration.
- Plan effective ways to display food.

TASKS

24. Plan and present food demonstrations.

WORK EXPERIENCES

- Develop a food class or demonstration for a specific purpose.

STUDY ASSIGNMENTS

Purposes of food demonstrations

- To sell food
- To sell equipment/small appliances/cookware
- To sell books
- To teach food preparation
- To teach food preservation
- To teach food storage
- To teach time and energy conservation
- To share new ideas/innovations
- To follow a theme
- Public service

Types of food demonstrations

- Basic cooking techniques
- One type food or product
- Foods for one meal
- Foreign foods
- Special occasion foods
- Holiday foods
- Foods made with special equipment

TASKS

WORK EXPERIENCES

STUDY ASSIGNMENTS

Plan a food demonstration.

Techniques for demonstrating food preparation

Planning

Equipment
Market order
Timing

Preliminary preparation

Equipment placement and check

Cleaning and preparing food

Premeasuring ingredients

Tray setups

Garnishes

Completed foods which cannot be cooked during demonstration

Display table

Cover

Centerpiece

Containers to transport food

Presentation

Introduction

Explanation

Manipulation

Conclusion

Display

Serving dishes

Garnishing

Placement

Serving

Make preliminary preparations for a food demonstration.

Present a food demonstration effectively.

Display completed foods effectively.

COURSE UNIT IX
SEWING DEMONSTRATIONS

- OBJECTIVES:**
- Plan a sewing demonstration for a specific purpose.
 - Evaluate the effectiveness of a sewing demonstration.
 - Plan effective ways to display sewing samples and garments.

TASKS

25. Plan and present sewing demonstrations.

WORK EXPERIENCES

- Develop a sewing demonstration.

STUDY ASSIGNMENTS

- Purposes of sewing demonstrations
- To sell equipment
 - To sell small tools and notions
 - To sell patterns
 - To sell fabric
 - To teach sewing techniques
 - To teach equipment use
 - To sell books

- Types of sewing demonstrations
- Basic sewing
 - Tailoring
 - Lingerie
 - Special fabrics
 - Fitting and alterations
 - Children's clothes
 - Men's clothes
 - Special occasion garments
 - Accessories
 - Sewing for the home
 - Decorative sewing
 - Designer fashions
 - Pattern design

TASKS

WORK EXPERIENCES

STUDY ASSIGNMENTS

Plan a sewing demonstration.

Make preliminary preparations for a sewing demonstration.

Present a sewing demonstration effectively.

Display sewing samples and completed garments effectively.

Techniques for demonstrating sewing

Planning

Equipment

Supplies

Timing

Preliminary preparation

Equipment placement and check

Supply preparation

Supply arrangement

Completed samples or garments which cannot be finished during demonstration

Display rack or board

Presentation

Introduction

Explanation

Manipulation

Conclusion

Display

Samples

Garments

Accessorizing

COURSE UNIT X

ARTS AND CRAFTS DEMONSTRATIONS

- OBJECTIVES:** Plan an arts and crafts demonstration for a specific purpose.
- Evaluate the effectiveness of an arts and crafts demonstration.
- Plan effective ways to display samples of arts and crafts techniques or finished items effectively.

TASKS

26. Plan and present arts and crafts demonstrations.

WORK EXPERIENCES

- Develop an arts and crafts demonstration for a specific purpose.

STUDY ASSIGNMENTS

- Purposes of arts and crafts demonstrations

- To sell equipment
- To interest hobbyists
- To teach techniques

- Types of arts and crafts demonstrations

- Personal accessories
- Home accessories
- Seasonal and holiday items
- Gifts
- Art and craft media
 - Paper
 - Leather
 - Plastic
 - Glass
 - Textiles
 - Wood
 - Stone
 - Metal
 - Clay
 - Paints, dyes, and colors
 - Other

TASKS

WORK EXPERIENCES

STUDY ASSIGNMENTS

Plan an arts and crafts demonstration.

Make preliminary preparations for an arts and crafts demonstration.

Present an arts and crafts demonstration effectively.

Display samples of arts and crafts techniques or finished items effectively.

Techniques for demonstrating arts and crafts techniques

Planning

Equipment

Supplies

Timing

Safety precautions

Preliminary preparation

Equipment placement and check

Supply preparation

Supply arrangement

Completion of samples or projects which cannot be finished during demonstration

Display rack or board

Presentation

Introduction

Explanation

Manipulation

Conclusion

Display

Samples

Finished items

COURSE UNIT XI

CARE AND MAINTENANCE OF DEMONSTRATION AREA

OBJECTIVES: Use recommended procedures for cleaning and maintaining store.

Recognize necessity for keeping stock in order for easy accessibility and efficient job performance.

TASKS

27. Help keep store clean and orderly.

WORK EXPERIENCES

Select appropriate supplies for dusting work tables, counters, shelves, furniture, equipment, and displays.

Keep supplies in order for easy accessibility.

Recognize hazards that may cause accidents in a business establishment.

STUDY ASSIGNMENTS

Importance of cleaning tasks and attitudes toward performing tasks

Selection of the appropriate supplies for each cleaning task

Application of work simplification techniques to the performance of cleaning tasks (management of time and energy)

Principles of motion economy

Safety practices necessary when using equipment and supplies

Importance of unobstructed passageways or aisles

Safety principles involved in using furniture and arrangements

Legend: Training Plan for Home Economics Careers in Demonstrating

Information in Record of Studies Column:

1. Capital Letters — Required References (listed below)
2. Specific Numbers — Page Assignments

Required References and Code:

- A. Callahan, Genevieve, and Richardson, Lou. *Home Economics Show-How and Showmanship: With Accent on Visuals*. Ames, Iowa: The Iowa State University Press, 1966.
- B. Richardson, Lou, and Callahan, Genevieve. *How to Write for Homemakers*. 2nd ed. Ames, Iowa: The Iowa State University Press, 1962.
- C. Kimbrell, Grady, and Vineyard, Ben S. *Succeeding in the World of Work*. Rev. ed. Bloomington, Illinois: McKnight Publishing Company, 1975.
- D. Vorndran, Barbara S., and Litchfield, Carolyn G. *General Merchandise Retailing*. New York: McGraw-Hill Book Company, 1979.

WORK EXPERIENCES TO BE PROVIDED	RECORD OF WORK	OUTLINE OF STUDY ASSIGNMENTS	RECORD OF STUDIES
Training Plan for Home Economics Careers in Demonstrating			
_____ 1. Relate job opportunities to self and job Evaluate self		Job opportunities in demonstration Demonstration tasks Qualities and abilities needed Self-evaluation Criteria for job performance	I A-3-5, 137-146 C-87-95
_____ 2. Observe policies of firm		Typical policies and procedures of business Importance of following policies and procedures Need for flexibility	II C-63-77
_____ 3. Accept and follow directions		Attitudes for effective relationships Importance of willingness to do tasks	II C-50-62, 104-111
_____ 4. Answer telephone Perform clerical duties		Telephone etiquette Recording information Neatness and accuracy in clerical duties	II D-24-31
_____ 5. Establish rapport with others Assist customers Positive contacts with customers		Importance of first impression Procedures for assisting customers Positive contacts with customers	I D-33-43
_____ 6. Work in an efficient manner Maintain clean and orderly work surface		Efficient work methods Importance of clean work surface and hands Maintain orderly work area	
_____ 7. Provide information about merchandise		Information about merchandise	II D-65-71
_____ 8. Cite information from hang tags, labels, guarantees, and other sources		Ways to provide information Sources of information Labeling laws Importance of being informed Ways to keep up with product developments	II D-72-74
_____ 9. Locate merchandise		Learning and remembering location of merchandise	II D-74-75
_____ 10. Describe features and qualities of merchandise Use appropriate merchandise terms		Construction and production techniques Value of various features Signs of quality Brand names Terms related to merchandise	II D-76-77
(10 continued on next page)			

WORK EXPERIENCES TO BE PROVIDED	RECORD OF WORK	OUTLINE OF STUDY ASSIGNMENTS	RECORD OF STUDIES
____10. Recommend uses for merchandise Recommend care and treatment of merchandise		Uses of merchandise Care required by merchandise	
____11. Answer customers' questions Refer customers' questions		Questions asked by customers Maintaining an information file Referring questions	II D-165-179
____12. Plan the demonstration		Types of demonstrations Planning the demonstration	III B-7-14, 84-91
____13. Plan the work and display areas Develop a time plan Develop or select audio-visuals Plan and develop handouts Select equipment for demonstration Identify and obtain supplies Obtain assistance, if needed Plan setup of demonstration Make a work plan Complete preliminary preparations Practice the presentation Plan transportation Evaluate use of time and effort		Planning the work area and display Time plans Developing or selecting audiovisuals Planning handouts Selecting equipment Obtaining supplies Assistance for preparation and cleanup Visualizing setup Work plan Preliminary preparations Practice presentation Transportation of equipment and supplies Relating time and effort to purposes and priorities of demonstration	III B-91-93
____14. Arrange room for demonstration Set up work area Arrange handouts		Room setup Work area setup Handouts	
____15. Make effective use of appearance, personal skills, and techniques		Presenting the demonstration Demonstrator Techniques	
____16. Evaluate demonstration		Evaluating demonstration	
____17. Relate elements and principles of design to handouts and demonstration aids		Elements of design Principles of design	

WORK EXPERIENCES TO BE PROVIDED	RECORD OF WORK	OUTLINE OF STUDY ASSIGNMENTS	RECORD OF STUDIES
____18. Help plan, write, illustrate, and prepare copy for handouts		Consumer information handouts	IV A-100-124 B-33-88
____19. Use chalkboard and visual aids		Visual aids	IV A-7-14, 83-91
____20. Prepare and use audio-visuals		Audiovisuals	IV A-92-99 B-15-32, 97-102
____21. Select and construct decorative props for displays Make signs for displays Help set up store window displays Drape, assemble, fly, and move merchandise for displays Maintain displays Judge effectiveness of displays		Props or fixtures in display Merchandise signs Store and window displays Draping textiles and garments Display maintenance Display effectiveness	V D-152-164
____22. Plan television demonstration Use effective appearance for television Use effective television demonstration techniques		Television demonstration Program planning Television appearance Television techniques	VI A-125-131 B-103-114
____23. Plan and present equipment demonstrations		Purposes of equipment demonstrations Types of equipment demonstrations	VII A-62-66
____24. Plan and present a food demonstration		Purposes of food demonstrations Types of food demonstrations Techniques for demonstrating food preparation	VIII A-15-36
____25. Plan and present a sewing demonstration		Purposes of sewing demonstrations Types of sewing demonstrations Techniques for demonstrating sewing	IX A-37-44
____26. Plan and present arts and crafts demonstrations		Purposes of arts and crafts demonstrations Types of arts and crafts demonstrations Techniques for demonstrating arts and crafts	

WORK EXPERIENCES TO BE PROVIDED	RECORD OF WORK	OUTLINE OF STUDY ASSIGNMENTS	RECORD OF STUDIES
27. Select cleaning supplies Keep supplies in order Recognize hazards 		Cleaning supplies Work simplification Safety practices Importance of unobstructed passageways Safety in moving furniture and arrangements 	III B-93-96

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